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ABSTRACT

The survey documented in this report was conducted in 1981 to investigate the preservation conditions, practices, and needs of the units of the University of Texas at Austin General Libraries. The report is divided into six major portions. The first five sections report the responses to questionnaires on specific formats: books and serials; audiovisual materials (including microforms); newspapers; maps; and archives, manuscripts, and broadsides. Processing, storage conditions, handling, and repair are considered in each section. The sixth section is concerned with environmental conditions, including air conditioning, humidity, lighting, and particulate control and related housekeeping functions. A narrative summary, preliminary recommendations on how to better environmental conditions or materials conservation, and collated responses to the questionnaires are provided for each section. Copies of the survey instruments are appended. (Author/RBF)

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PRESERVATION CONDITIONS, PRACTICES, AND NEEDS IN THE GENERAL LIBRARIES

A Report

by

The Preservation Committee

August 31, 1981

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Acknowledgment

The members of the Preservation Committee wish to acknowledge with thanks the assistance provided by other General Libraries staff members in the compilation of this report. Not only did they withstand a barrage of lengthy questionnaires, but they also provided carefully considered answers. This report would not have existed without their help.

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INTRODUCTION

In order to identify preservation conditions, practices and needs in the General Libraries, the members of the Preservation Committee conducted a comprehensive survey of all library units. The committee divided the work into six portions, these portions being: (1) books and serials; (2) audiovisual materials; (3) newspapers; (4) maps; (5) manuscripts, archives, and broadsides; and (6) environment. Questionnaires were devised (see appendix) in the fall and early spring and sent to appropriate individuals later in the spring. The summer was spent in collating the data, performing any necessary followup, and drafting narrative summaries and preliminary recommendations for each of the six sections. The product of these labors is this report.

The work has been completed for all sections, with the exception of a portion of the questionnaire on the environment (Environment, Part II) which consists of some technical questions relating to climate control, lighting, etc. Approval has been obtained to carry over this portion into the next fiscal year. The committee anticipates that this work can be expeditiously completed in the fall by the three carryover members and the results will not significantly change the recommendations made by this year's committee. Copies of those results will be made available to all recepients of the present document.

As indicated above, each section has its own list of preliminary recommendations. However, the Introduction is an appropriate point at which to make a few general recommendations and to re-emphasize some of the more important recommendations made in the individual sections.

First, and most importantly, the committee recommends that the General Libraries hire an experienced library conservator, who would report to the Assistant Director for Collection Development and who would have coordinative programmatic responsibility for the conservation activities of the General Libraries. Once hired, the conservator should use the information gathered by this year's committee, information gathered by future committees, and any other information he deems necessary to obtain in order to formulate and implement a comprehensive conservation program. The committee realizes that it is very easy to recommend new positions for every need and that a public institution such as the General Libraries does not have all the freedom that it would like in establishing new positions as these needs are identified. However, the preservation of library materials is an essential requirement and one that cannot be met without a staff dedicated to the activity.

The members of the committee would like to re-emphasize the need on the part of the library for a larger book repair staff. The staff is presently inadequate to meet existing demands; if some of the recommendations made in the books and serials section are implemented a staff increase in this area will be even more essential.

There are two areas in which the library could recognize the quickest results in the area of library preservation. Improvements in environmental conditions could rapidly be effected by the one-time purchase of ultraviolet

filtering sleeves for the fluorescent lights in library facilities. First priority should go for the lights in exhibit cases and in Benson, Barker and the Z Collection; however all library units with fluorescent lights should eventually have the sleeves. The second of the areas where rapid gains could be made is in the handling of library materials. Staff and users alike should be made aware of the potential damage that could occur if these materials are improperly handled.

The committee had the difficult task of examining preservation practices and needs within the General Libraries. The members feel that the survey performed over the course of the year adequately satisfied this portion of the charge. What was not accomplished to any significant degree was recommending on a program of staff and user education on techniques for proper handling of materials. It is the committee's understanding that this will be dealt with by the 1981/82 Preservation Committee.

The 1980/81 committee has been informed of the tasks designated for 1981/82 and sees those tasks as a logical extension of the work of the past year. In the document prioritizing the recommendations of the 80/81 survey results, next year's group may be able to use the compiled data in order to identify specific handling procedures in need of change. The 1981/82 committee might also wish to consider the establishment of a separate processing system for rare books.

Respectfully submitted,

Jane Garner, chair
Alison Beck
Mark Cain
George Cogswell
Dick Holland
John Ramage
Al Rogers
Marjorie Stockton

The members of the Preservation Committee

BOOKS AND SERIALS

BOOKS AND SERIALS QUESTIONNAIRE--NARRATIVE SUMMARY

The book and serial holdings of the General Libraries are not, perhaps, as endangered as the collections of other larger and older academic libraries. Of the approximately three million volumes held by its units, only 13% (372,553 vols.) are in the 1850-1900 period. Volumes produced during this time period generally are recognized as being the ones which are the most endangered. Those collections which have the highest percentages in the 1850-1900 time frame are Barker, Benson, PCL, Classics and Fine Arts.

No library unit has its own written disaster plan for library material preservation. (Circulation Services uses one written for another university.) A number of units do, however, have emergency manuals which are, in effect, disaster plans for personal security.

Only the Photoduplication Unit currently performs preservation activities which are considered archival in nature. This activity is preservation microfilming. Only two units indicated that they had written preservation manuals: Periodicals/Microforms (referring to the draft binding manual) and Reference.

Library materials are sent between units in a variety of ways. The most common of these are booktrucks, cardboard cartons, canvas and plastic hampers. Some units send materials with an inadequate amount of protection through the mail. The most common complaint voiced by units was that loose materials, e.g., unbound serials and loose papers and newspapers, are not adequately protected and arrive in torn, crumpled, bent, and dirty condition.

There are several problem categories of materials which exhibit a high incidence of poor condition. Gifts and PL 480 materials were the most commonly listed. Others include Latin American materials, books bound in Taiwan, heavily used materials, turn of the century publications, materials printed on poor quality paper (e.g., old UN documents), items repaired by untrained personnel. Special types of materials, such as music scores and pamphlets, have intrinsic characteristics which cause processing and storage problems.

Many library units perform end-processing functions. The most common of these functions mentioned was labelling, followed by edge stamping, binding and coding. Unfortunately a variety of different materials are used in these functions. Glues, tapes and writing implements are not standardized. Few of the respondents could answer with conviction as to whether or not materials were known to be non-acidic.

One end-processing function that is performed by 19 units is security stripping. Most know the proper method for stripping a book which has a spine too tight to insert a single-sided strip; all but three respondents properly replied that a two-sided strip is to be used between two pages in the book. One individual went so far as to indicate that the strip should be placed as close to the binding as possible so as to minimize damage.

Fourteen library units have book drops for use by patrons after hours. Judging from the descriptions provided by these units, many are potentially harmful to books. PCL book drops, which handle the largest volume of materials, may be the most damaging. All but three units reported that the drop is available to the public during hours that the unit is open. Since book drops are well known to cause damage to books, their hours of access should be minimized. One respondent is very concerned about book returns, stating that, "Book returns as they exist in Reserves and elsewhere damage more items than any other single factor."

Most units reported that unbound serials were shelved either horizontally on the shelf, vertically in Princeton files or vertically in bookends.

Materials that are sent to the units unbound are usually high use items containing highly perishable information. Those of this category and which will eventually become part of the permanent collection will generally be bound at a later time. The materials which are not bound but will be part of the permanent collection include some spiral books and incomplete journal volumes.

Over half of the respondents said that they either do not at all or do not routinely or formally provide personnel who shelve materials with instruction on how a book should be removed or returned to the shelf. Only two of all reporting units have a training manual for this purpose.

General preventative and housekeeping care of books in circulating stacks is at a minimum. Only three units have their books routinely dusted. None oil leather bindings. Most of the units do not have a process for routinely reviewing books for repair. Some categories of heavily used materials, as in the case of reference materials, are reviewed with some regularity, but damage of circulating books is only spotted at the circulation desk, occasionally while shelving or sometimes during an inventory.

New materials received in the library are generally not inspected for insect infestation. This may or may not be a problem as only a few classes of materials, such as gifts and Benson and Third World countries materials, show evidence of such infestation.

Binding, repair and general preservation decisions appear to be made, for the most part, by individuals at the level of library assistant or higher. Criteria mentioned for determining whether or not a book should be rebound, repaired or replaced included the total condition of the item, its value and use, type of damage, margin size, paper brittleness, if the item is repairable or not, date of publication, condition of the cover, how long item can be out of the unit, the lasting value of its content and its replaceability. Many of the books in disrepair are just ignored and allowed to circulate until they are unusable.

Twenty of the responding units perform mending, rebinding or repairing operations. Many of the units have these operations performed by fairly low level staff, e.g., clerical assistants, clerks and clerk typists. The materials used include a wide variety of tapes and glues, some of them definitely not archivally sound. The repairs performed most often in units are tipping in pages (15 units), taping spines (10) and mending tears (6). Training in repair work is minimal and it appears that only Ms. Stockton, head of the Book Repair Unit, has had indepth training in this area.

Very few of the responding units have set procedures for treating water damaged books. No unit had procedures for treating items damaged by fire. Mildew and mold are treated with vinegar in one unit and with alcohol in another.

BOOKS AND SERIALS--PRELIMINARY RECOMMENDATIONS

Based upon the data obtained through the surveying of library units, the Preservation Committee would like to make the following recommendations which can be used in the formulation of a comprehensive conservation program for the General Libraries:

1. A library materials disaster plan (or series of plans) should be prepared.

2. Book returns and drops should be equipped with depressable book trucks.

3. The "drop" in book drops should be minimized.

4. Book drops need to be cleared as often as possible.

5. Drops should not be accessible during the hours that the library is open, thus minimizing their use. The Committee realizes that there are service considerations involved.

6. Unbound periodicals should be stored in only one of two ways: a. horizontally on shelves, b. vertically in specially built periodical containers. Magazines put out on display should be protected with a plastic or other type of magazine cover.

7. Materials transported between units should have adequate protection. This is particularly important for unbound serials between units (note: an envelope alone is not considered adequate).

8. If possible, all spiral volumes should be bound before they are sent to units.

9. Personnel should be given formal instruction in how to remove and return books to the shelf.

10. Ideally, shifting should occur on both an ongoing and a special project basis. Often books can get tight on the shelves through the addition of new volumes to the collection. Without regular shifting, spines can be damaged.

11. There should be a written stack maintenance training manual for all units which would include instructions for 9 and 10.

12. No unit should expect patrons to reshelve books.

13. All units should have signs in the stack areas which instruct the patrons not to reshelve materials.

14. The library should purchase a large number of hand vacuum cleaners which can be used in all units to regularly dust the tops of books and shelves. The frequency of this operation will vary depending upon the size of the collection and the relative dustiness of the building. Once a year in PCL would probably be sufficient, more often in a collection such as Science or CDL.

15. Ideally, a comprehensive leather binding oiling program should be instituted, but there are the problems of the identification of leather bindings and having the staff to accomplish the task. At the very least, all rare and special collections should identify their leather bindings and institute a treatment program for applying a potassium lactate solution and neatsfoot oil.

16. Any staff involved in an oiling program should be carefully trained.

17. Any fine leather bindings discovered on a random basis should be referred to the appropriate bibliographer for possible transfer to a rare collection, where they could receive proper treatment.

18. All books returned at circulation desks should be examined to discover their repair needs.

19. On a regular basis, runs of non-circulating journals and other non-circulating materials should be examined to discover their repair needs.

20. Gifts, Benson and Barker materials, PL 480 items and other publications from Third World countries should be fumigated as they arrive to prevent possible insect infestation.

21. The library's fumigation chamber should be installed and made operational for this purpose.

22. The library needs proper fumigation equipment as well as equipment to combat mold and mildew.

23. No binding or other preservation decisions should be made below the level of LA I.

24. Staff preparing unbound serials for binding should be carefully trained. Training should include how to tie a slip knot and how not to tie bundles too tight.

25. No repairs other than the mending of minor page tears should be attempted in units.

26. All other repairs, including taping of spines and tipping in pages should be effected in Book Repair.

27. Staff performing any repairs should be carefully trained by Book Repair.

28. All repair materials presently being used in all units should be examined as to their archival soundness.

29. Materials used in book repair should be standardized across the library system and should be of archival soundness.

30. At all costs, rubber cement and scotch tape should never be used on library materials.

31. Any books damaged to a great degree by water, fire or mold/mildew should be referred to Book Repair, where restoration decisions will be made.

32. The staff size of the Book Repair Unit needs to be increased substantially.

BOOKS AND SERIALS QUESTIONNAIRE--RESPONSE

Number of respondents: 37

1. Estimate the imprint dates of your holdings.

All G.L. collections	pre-1850	6% of collection
	1850-1900	13% of collection
	1900-1950	29% of collection
	1950-	52% of collection

Note: excludes CDL, for which breakdown is unavailable.

Collections with the greatest percentages in the 1850-1900 period are Barker, Benson, MAIN stacks, Classics and Fine Arts.

BREAKDOWN BY UNIT (percentages)

	Pre-1850	1850-1900	1900-1950	1950-
Architecture	1	5	30	64
Asian	0	0	20	80
Barker	5	15	35	45
Benson	10	10	20	60
Chemistry	3	8	49	40
Circulation (MAIN stacks)	10	20	35	35
Classics	1	15	40	44
CDL	Not avail.			
Documents	0	2	10	88
Engineering	0	10	40	50
Fine Arts	3	14	33	50
Film	not appl.			
Geology	.5	1.5	28	70
Library School	0	3	20	77
LBJ	0	10	0	90
Maps	0	3	17	80
MEC	3	7	10	80
Per/Micro	0	0	0	100
PMA	0	2	25	73
Reference	1	5	18.4	75.6
Reserves	0	1	40	59
Science	1	9	35	55
UGL	0	1	30	69

2. Size of holdings (in volumes):

This question was used to determine the number of volumes in each percentage category in question one.

BREAKDOWN BY UNIT

	Pre-1850	1850-1900	1900-1950	1950-	Totals
Architecture	250	1,250	7,500	16,000	25,000
Asian	0	0	9,671	38,000	48,354
Barker	6,000	18,000	42,000	54,000	120,000

2. (continued)

	Pre-1850	1850-1900	1900-1950	1950-	Totals
Benson	42,463	42,463	84,926	254,777	424,629
Chemistry	1,170	3,120	19,110	15,600	39,000
Circulation (MAIN stacks)	125,381	250,762	438,838	438,838	1,253,819
Classics	171	2,560	6,828	7,511	17,070
CDL	Not Avail.				(205,822)
Documents	0	3,839	19,196	168,924	191,959
Engineering	0	8,800	35,200	44,000	88,000
Fine Arts	3,064	14,300	33,708	51,073	102,145
Film	Not Appl.				(1,000)
Geology	271	814	15,195	37,988	54,268
Library School	0	1,005	6,701	25,797	33,503
LBJ	0	9,705	0	87,350	97,055
Maps	0	10	56	263	329
MEC	1,290	3,010	4,300	34,400	43,000
Per/Micro	0	0	0	5,880	5,880
PMA	0	1,040	13,000	37,960	52,000
Reference	275	1,375	5,059	20,787	27,496
Reserves	0	522	20,889	30,810	52,221
Science	942	8,478	32,970	51,810	94,200
UGL	0	1,500	45,000	103,500	150,000
Totals	181,277	372,553	840,147	1,525,951	2,919,928

3. What type of book supports (e.g., book ends) are used?

Metal bookends	21
Bookwires	2
Others	
Flat plate	2
Clipbar	1
Shelf attached supports	1
Book supports	1
Other books	2
None	2
No response or NA	7

4. Does your unit have a written disaster plan?

Yes	1
No	30
Yes	4 (Safety Committee document)
NA	1
?	1

5. Does your unit have any in-house preservation manuals (e.g., binding, pre-binding, repair)?

Yes	2
No	33
NA or no response	2

6. Is one or more of the following functions performed in-house in your unit: preservation microfilming, deacidification, encapsulation, etc.?

Yes 2 (Barker and Photoduplication)
No 30
NA 5

Which treatments are undertaken? Treatments specified were photocopying and preservation microfilming.

Number and level of staff involved (fte):	Experience of each:
Barker: 2 fte LAII. 3 CAs.	
Circulation: 2 fte clerks with no formal training.	4 sr. clerks with less.
Photoduplication: 3 fte	

7. How are library materials received into your unit? (Check as many as apply)

	Books and bound serials	Unbound serials
Booktrucks	19	14
Wooden boxes	4	2
Cardboard cartons	27	15
Canvas and plastic hampers	24	23
By hand	7	3
Mailers (jet packs, jiffy bags)	5	1
Envelopes	4	3
Paper	2	2
Wooden Book movers	1	
Mailbags	1	1
Canvas mailbags	1	2
String-tied through campus mail	1	2

8. How do you send library materials to other units? (Check as many as apply)

	Books and bound serials	Unbound serials
Booktrucks	15	13
Wooden boxes	4	4
Cardboard cartons	21	12
Canvas and plastic hampers	22	18
By hand	6	4
Mailers (jet packs, jiffy bags)	4	2
Envelopes	6	6
Mailbags	1	1
Canvas mailbags	3	2
Wrappers w/rubber band	1	1
In mail separately	1	

9. When materials are unpackaged in your unit, are there any handling problems that regularly occur?

Yes 13
No 22
NA 2

Examples of these problems:

9. (continued)

Material jammed into envelopes and/or jiffy bags; improperly tied materials; loose instruction slips (e.g., for repair or binding); improper protection in shipping; loose journals not carefully packed, arrive crumpled; slips with LC #s must be put in PL 480 materials; materials, especially unbound journals are bent, crumpled or torn; materials arrive dirty.

The most common complaint is that loose materials, e.g., unbound serials and loose papers and newspapers, are not adequately protected and so they arrive torn, crumpled or bent in some fashion.

10. What is done when a damaged (i.e. through shipment or handling) or defective (i.e. improperly produced) book is discovered before the book is cataloged, marked and plated?

NA	18
Returr for replacement (claim, etc.)	14
Sent to repair	2
Discarded (gifts)	1
Hard to return because items stamped	1
Give to bibl. for action (CDL)	1
Send on and let unit decide (Receiving)	1

11. Does a RUSH designation affect what is done? Explain.

Yes	10	(ususally means more rapid treatment)
No	10	
NA	9	
Don't know	1	
No answer	4	
Slightly	1	
Never happened	1	
Should	1	

What is the position and title of the individual who decides?

Clerk typist	1
Sr. clerk	2
Sr. clerk typist	1
LA I	3
LA II	2
Librarian	12

12. What is done when a damaged or defective book is discovered after it has been cataloged, marked and plated?

Send for repair	6
Try to get replacement from vendor	18
Reorder replacement	4
Depends on extent of damage	1
NA	9
No special handling	1
Never happened	1

12. (continued)

Basically, units seem to try to return item. If not possible, order replacement. However, if damage is insignificant, unit would send for repair or ignore.

What is the position and title of the individual who decides?

LA	1
LAI	3
LAII	2
LA III	1
Librarian	16
Whoever discovers the book	1

13. Are there any "problem" categories of books where there is high incidence of poor condition?

Gifts and PL480 materials were mentioned several times each. Other problems include Latin American country materials; books bound in Taiwan; plastic binding; books published around 1900; old UN documents; items repaired by untrained personnel; acid, insects, rotting leather; op materials and reclasses; mainly shoddily bound items, usually from abroad; large heavy art and music books which tend to pull out of their bindings; books with spiral binding which tend to have short life due to missing pages; OECD documents which have poor glue; heavily used reserve materials; looseleaf service material; shipments for Middle East not done methodically; wrapping problems which cause cover damage; mostly poorly packed periodicals from foreign countries; heavily used indexes, yearbooks, paper issues of indexes later cumulated; looseleaf services are fragile and do not last under heavy use; periodicals mailed without cover or envelope; some PL480 material is water damaged; brittle paper in old books.

14. What handling problems do special types of materials present, e.g., music scores, pamphlets, other unbound materials?

These types of materials are more prone to damage in shelving and vandalism and are easily misplaced; scores with parts require pockets and red rope binding; large number of pamphlets shelved together tend to fall off shelves; their shapes cause shelving problems; pamphlets easily get torn; materials loose in folio binders must have each plate labelled with call # and ID stamp. Loose parts for music likewise. Music in oversized pam binding tend to buckle easily; serial issues with records, foldout prints, maps--where to shelve, how to catalog, etc.; government documents which are seldom bound. Looseleaf services also a problem as holes tear easily; more prone to damage in transit; awkward for duplication; oversize atlases, catalogs require horizontal shelving; require nonstandard shelving; PL480 materials can't easily be stripped.

15. Do you perform any end-processing of materials in your unit (such as edge stamping, binding, coding, labelling, etc.)?

Yes	21
No	14
NA	2

15. (continued)

If so, describe them.

Edge stamping	8
Binding	7
Coding	7
Labelling	15
Tape with strips to identify	3
Date and other stamping	1
Gluing	1
Put doc. number on item	1
Pam binding	1
Edge marking	1

16. What type of materials do you use in this end-processing function (e.g., staples, cardboard, string, end sheets, felt tip markers, glue)?

Materials mentioned include: staples, cardboard, string, end sheets, felt tipped marker, glue, glue sticks, pressure sensitive labels, book labels, ink, thin tape and orange flags, plastic, Elmer's glue, cord, binding adhesive, water, Avery spine labels, book pockets, IBM cards,ocr labels, Elephant glue, Scotch tape, book pockets, Brodart book aid tape; pen, pencil, mylar tape.

17. Which of these materials are known to be non-acidic?

NA or no answer	15
None	4
Not sure	1

18. Is security stripping done in your unit?

Yes	19
No	13
NA or no answer	5

When the security strip cannot be placed in the book without damaging the spine, what is done?

All but three respondents properly replied that you are to use two sided strip and place between pages in the book. One individual went so far as to indicate that strip should be placed as close to binding as possible.

Other three comments: "I've never seen one that couldn't be done."
"This has never happened."
"This is especially a problem with laced on or glued on covers."

19. Does your unit have a circulation desk?

Yes	21
No	11
NA or no answer	5

19. (continued)

How are materials returned (e.g., placed on carts, in book drops, etc)?

Carts or booktrucks	1
Book drop	17
By hand	3
Placed on table or desk	6
Book chute	1

20. Are materials removed from return areas regularly enough to prevent damage?

Yes	14
No	
Usually or not always	6
No answer or NA	12
Unknown	1
We try	1

21. Does your unit have a book drop for use by patrons after hours?

Yes	14
No	14
No answer or NA	9

If so describe its design.

1. Wood box (Asian)
2. Slot on outside wall, metal drop with cart below it. (Barker)
3. Postal type, retractable (slot) door, moveable bin with weight-controlled bottom. (Benson)
4. Materials slide down to spring bottom book cart (Chemistry)
5. Metal slide, about 4 feet high, 6 feet long. Books slide out unchecked onto floor. And metal slide about 6 feet high and 8 feet long. Books slide out unchecked onto floor (Circulation-PCL)
6. No answer (Classics)
7. Slot is glass with 2 foot drop (Engineering)
8. Book cart under return slot in closet at main entrance to building. Books sometimes land on closet floor instead of cart (FAL)
9. Depressable book hamper (Geology)
10. Chute drops into mail truck (Public Affairs)
11. Wooden box with slot in top (MEC)
12. 3x3 basket box with spring lead mechanism (PMA)
13. Box on legs with small chute (Science)
14. Metal chute 1' x 7-1/4" (from wall) into spring bottomed stationary bin (UGL)
15. (Note: Reserve materials put in main book drop of PCL.)

22. Is this drop available for use during the hours that your unit is open to the public?

Yes	14
No	1
No response or NA	22

23. How are unbound serials shelved in your unit?

Horizontally on shelf	22
Vertically in princeton file	10
Vertically in bookends	19
In filing cabinets	2
Vertically between bound volumes	1
Upright in magazine rack	1
Between metal book wires	1
In boxes	1
Vertically between dividers on slotted shelves	2
In transit on trucks	1
Vertically on shelves	1
In plastic covers	1
In magazine folders	1

24. When is material cataloged and sent to your unit unbound, and what preservation problems, if any, does this cause?

Of the 13 units which mentioned this situation and its problems, these were the responses:

Materials do this when they are marked rush/treat as bound. Spiral books are often treated as bound; incomplete journal volumes also. These are usually heavily used reference items that have perishable information in them. Problems mentioned: covers worn and torn. Heavy wear from usage and shelving or spiral books pages tear out. Pieces of slowly published dictionaries are in units unbound and they get dogeared. Items with annual or periodical revisions come unbound. In UGL, unbound materials are often replaced by microfilm or superseded by a bound volume.

25. Will these materials become part of the permanent collection?

Yes	12
Some, usually or maybe	5
NA or no answer	18

If so, will they eventually be bound?

Yes	8
Ideally yes	1
Some, usually or maybe	5
NA or no response	23

If not bound, how will they be protected?

Responses included: placed in notebook or laced on; they won't; some are shelved flat on folio shelves; some placed in special collections; no other protection; will largely be withdrawn; some will be pam bound; some will be replaced by microfilm.

26. Are personnel who shelve materials on conventional shelving or book trucks given instruction on how a book should be removed or returned to the shelf?

Yes	11
No	15
NA or no answer	6
Not routinely, some, not formal, verbal only, and only gen.	5

26. (continued)

Is there a training manual?

Yes	2
No	22
In process	1
No response or NA	12

27. Are shifts of materials on the shelf done routinely or on a special project basis only?

Routinely	5
Special project basis	13
Both	5
Yes answer only	1
No	2
NA or no response	10
As needed	1

What is the position/title of the individual(s) who makes the decision to shift?

CAs (for routine only)	1
SCT	1
Stack supervisor	1
LA	1
LAI	3
LAII	4
LAIII	5
Librarian	18

28. Are patrons expected to reshelve books, bound serials and unbound serials?

Yes	1
No	23
NA or no response	13

If not, do you have signs in stack areas which instruct them not to reshelve?

Yes	10
No	7
NA or no response	17
In some instances only	2
Closed stacks	1

29. Are books routinely dusted?

Yes	3
No	26
NA or no response	7
Once each year	1

30. Are leather bindings oiled?

Yes	0
No	24
NA or no response	13

31. Are shelves routinely reviewed for books needing repair?

Yes	5
No	20
NA or no response	9
Some heavily used types are reviewed once a semester	1
Occasionally	1
Shelvers are alert for this	1

How often is this done?

Shelvers spot damage while shelving - one response
At least once a year - one response
When CAs bring book to LAIIs attention - one response
1/2 year at inventory - one response
Irregularly, at least semiannually - one response
Only when returned from circulation or observed - one response
Once a semester - one response
Once per year - one response
Ongoing as circulated - one response
A little every day - one response

32. Are new materials inspected for insect infestation?

Yes	4
No	24
NA or no response	9

If so, what protective measures are taken for materials identified as being insect infested?

These are the only three responses: Newly purchased retrospective materials are inspected and sprayed with commercial insect spray if damage is apparent (Benson). Books reinstated are often in a deteriorated state; items may be fumigated; some items have to be rebound (Catalog Maintenance). It's no great problem; insects are killed; problem is more in the box than in the book (Gifts).

33. Who makes binding decisions (i.e., whether to bind and type of binding) in your unit (position and title)?

CA	1
Clerk	1
SC	2
SCT	1
LAI	3
LAII	4
LAIII	1
Librarian	18

34. How are serials prepared for shipment to bindery prep.?

Generally, all responded in a similar fashion, i.e., items are collated, tied with string, bindery slips prepared.

35. Who in your unit identifies or is most likely to identify materials needing rebinding or repair? (position and title)

CA	2
Clerk	4
CT	2
SC	2
LA	3
LAI	3
LAII	7
LAIII	1
Admin. asst.	1
Librarian	12
Floor supervisors	1
Supervisor	1
Circulation staff	2
Whoever finds them	3

36. Are materials so identified reviewed as to brittleness, usefulness, value?

Yes	23
No	8
NA or no response	6

By whom? (position and title)

SC	1
LAI	3
LAII	2
LAIII	4
Librarian	17
Circulation staff	1
All	1
Book repair	1

37. What procedures are followed to determine whether or not a book should be rebound, repaired or replaced (i.e., by purchase or photoreproduction)?

Eight units gave criteria. These criteria included: total condition of item, value, use, type of damage, margin size, paper brittleness, if unrepairable or not, date of publication, condition of cover, how long item can be out of unit, lasting value of content, replaceability, level of usage of item.

38. What is done if a book cannot be rebound, repaired or replaced?

Many units simply ignore if this happens. Other units use one or more of the following methods: reorder as op, box item and mark it for limited use (in Barker), reinforce covers and put ties on edge to hold it, place in tarboard case, withdraw or discard, send to make microform or xerographic copies to replace item, send copy to CDL.

39. Does any mending, rebinding or repairing take place in your unit?

Yes	20
No	15
NA or no response	2

If so, who does it? (position and title)

CA	1
Clerk	4
CT	3
SC	2
LAI	6
LAII	3
Librarian	4
Floor supervisors	1
Anyone who sees the need	2

40. What supplies and/or tools are used?

Materials used included mending, Scotch, mylar, book, magic mending, cloth and other tapes; library paste; staples; cheese cloth; Japanese paper; white glue, end papers; rubber cement; wax paper; binders.

Tools listed were heavy duty and regular staplers, special knife, hole puncher, drill, scissors, presses, paper cutters.

41. What kinds of repairs are done in your unit (e.g., taping of spines, tipping in pages, etc.). Please be as specific as possible.

Taping spines	10
Tipping in pages	15
Mending tears	6
Laced on binding	1
Regluing and stapling of paperback covers	1
Staple in pages of magazines	1
Replacing spine labels	1
Gluing down loose plates	1

Book Repair has this comment: "All repairs should be done here." Book Repair does the above as well as some binding work.

42. What kind of training is given to staff involved in these repairs?

None	6
Minimal	4
Informal	4
Experience	3
NA or no response	16
Training formally	4

Note: Only Ms. Stockton in Book Repair has had indepth training in book repair.

43. Do untrained personnel have access to tapes, glues, etc., where they attempt to repair at will?

No	19
Yes	6
NA or no response	8
Not usually, sometimes	4

44. How are books damaged by water treated?

Not happened	3
NA or no response	20
Nothing	1

The following techniques are employed in the various units which responded to the question:

Books placed under heavy boards. Pages carefully unstuck. Replaced as needed. Blot and blow dry (Book Repair). Laid out on floor to dry. Spread eagled and allowed to dry. No treatment for slight damage. Opened up and left to dry. Books sent to Book Repair.

45. By fire?

NA or no response	23
Has not happened	5
Nothing	1

Only suggestions for repair: repair or rebind if possible/salvageable. Books placed in boxes and put in rare books (Benson).

46. By mildew or mold?

NA or no response	20
Has not happened	2
Nothing (here)	3
Nothing specific	1

Treatments listed include sponged with vinegar (Barker and Benson), cleaned with alcohol and blotted carefully (Book Repair), fumigated, rebound or withdrawn.

47. If a serial issue is damaged or defective, what is done?

Almost all units would request a replacement issue. If damage is minor, photocopies of relevant pages are requested. If replacement is necessary but unavailable, xc of whole issue is sought. UGL will often not replace, since they will get backfile on microfilm.

48. Additional comments?

Would be very interested in having someone give a seminar to the people in pam binding--we have little idea about preservation knowledge or technique. (Pam Binding)

48. (continued)

I have Library sprayed as needed to combat roaches, etc., that chew or eat the glue on some of the books. (Classics)

We don't send much to central Book Repair because what little we've sent hasn't come back. (Public Affairs)

Theft is a potential problem. (Periodicals/Mircroforms)

Book returns as they exist in Reserves and elsewhere damage more items than any other single factor. (Reserves)

There is a great deal of shifting of material during the cataloging process. Some of this shifting creates stress on the materials. Except for new serial (periodical) orders, most of the material we presently handle comes to us already bound. This substantially reduces the stress these materials would have be (sic) subject to during the end processing/cataloging routines. Also, we process many other materials that we are recataloging, transferring, etc. Some of these are very old and in need of repair. Presently we have someone working part time in the unit who is also doing a staff sharing job in Book Repair. He has been able to advise us when materials need repair or rebinding. (Serials Cataloging)

AUDIOVISUAL MATERIALS

AUDIOVISUAL MATERIALS, INCLUDING MICROFORMS--NARRATIVE SUMMARY

A majority of units do not cover audiovisual equipment when it is not in use, nor do most units have a regular procedure for cleaning equipment. Almost all units which do clean equipment use a procedure suggested by the manufacturer. A majority of units do have manufacturers' instruction manuals for equipment in the unit; some units pointed out that they have instructions for some equipment but not all. Any cleaning of equipment is handled by a wide variety of personnel, from Clerical Assistant to Librarian. For the most part, repairs are handled by authorized service representatives, although Clerk-Typists take care of repairs in some units

Staff in a number of units have some training in the care of audiovisual and microform equipment, although no training is given in at least ten units. Most units pointed out that training, if any, is sketchy.

In most units audiovisual materials are not exposed for any extended length of time to direct sunlight. Nor are audiovisual materials and microforms stored in cabinets or other containers exposed to direct sunlight. Windows are tinted in three units with audiovisual materials.

Almost all units permit users to handle audiovisual materials. Barker does place certain restrictions on the materials users may use (see questionnnaire summary). Barker was the only unit in which only staff may handle audiovisual equipment.

Instruction to staff and users in the use of audiovisual and microform materials is desultory, to say the least. Some units said that it is done on a request basis. Most units do give some sort of orientation. Instructions to users and staff are given by all levels of staff, from clerks to librarians.

Microforms

A majority of units allow microforms to circulate outside the unit. Some units circulate them only under certain circumstances, for example, if the user has access to a microform reader. Microform readers in the units tend to be old. Some were estimated to be from thirty to forty years old.

Almost all units store microforms in microform cabinets made of metal. Only one unit's cabinets are humidified, however.

Most units did not know the difference between silver halide, diazo or vesicular film. The three units which make microfilm masters do use silver halide film.

Microforms are not inspected for damage or deterioration in any unit; one unit replied that it does check microforms as they are turned in. Units do a very minimum of microform repair. The units doing repairs attempt to repair only microfilm. Splicing is the most common type of repair. In very few units is microfilm examined to determine the need for leader tape; one unit adds leader tape only if patron identifies the need.

Cardboard is by far the most common type of container for microfilm. Few units knew, however, whether or not the cardboard is acid-free. Nor did many respondents know whether or not the containers had holes to facilitate air circulation.

All sorts of ties have been used around microfilm, including paper, string, and rubber bands. Most units replied that they did not know whether or not such material is acid-free.

For the most part microfilm is not stored on book shelves. Periodicals and Microforms, the largest holder of microforms, does store a great deal of film on shelves.

A majority of microfilm reels are plastic. Usually only older microfilm is on metal reels.

Little writing is done on microfiche envelopes after they leave Cataloging. Units that do any writing on envelopes for the most part use felt tip pens or some equally suitable writing instrument. Some units said that some microfiche are received without envelopes. Periodicals and Microforms has the largest collection of fiche which are not in envelopes; a little over half its collection is in envelopes. Almost all units said they did not know whether envelopes were acid-free. Most microfiche processed in the Cataloging Department are already in envelopes, most of which probably are not acid-fre; Cataloging pointed out that the current supply of envelopes it uses to put fiche in is acid-free. Most of the older envelopes open only on one side. Cataloging pointed out that the current supply of envelopes opens at both the top and one side, thus facilitating insertion and removal of fiche.

Most units store fiche vertically. Some units with a relatively small collection of fiche store horizontally. Microfiche collections in some units are apparently packed tightly. Microprint are often packed tightly in the container when received from the publisher. Microprint are kept in microprint boxes except in Barker, which has only a few sheets.

Photographic Prints

The three respondents to this section were the Barker Texas History Center, Benson Latin American Collection, and the Special Services Department. Photographs in general do not circulate and are handled only by staff, who can reproduce them for patrons. The common type of photograph container is an envelope or folder, Barker comments that theirs are acid-free. Neither Benson nor Barker have duplicates of valuable photographs. Benson does have some photographs in acid-free containers. The Texas Collection picture file is not stored in acid-free containers.

Photographs generally are not stored individually in containers, and when there are several per container are not separated by acid-free interleaf sheets. Both Barker and Benson have photo albums, that are "highly acidic." Photographs are in general loosely packed.

All three respondents use flourescent light, with little or no direct sunlight ever falling on photographs. Some photographs are mounted on poster board, matte board, or construction paper, none of which is acid-free. Most photographs are stored vertically, although Benson stores theirs both ways. Repairs are not made to prints with the exception of Barker copying a print when it begins to deteriorate. Copies are made both using negatives and from the original photograph.

Photographs are labeled either with pencil on the back or with an adhesive label, in the case of Benson. All three respondents use a lead pencil to mark photographs with. Special Services has no framed photographs; framed photographs in the other locations have either no covering, or plexiglas, or glass. The backing on the framed photographs is brown craft paper or cardboard, that is not acid-free, and only sometimes attached to keep out dust. Both Barker and Benson have 19th century photographs.

Staff has access to the photographs. Negatives circulate only to be reproduced. Barker stores its negatives in individual envelopes, Benson does some and Special Services does not. Special Services stores negatives separately from photographs, Barker does not, and Benson does some. Barker and Special Services use glassine envelopes, Benson use "plastene," which is supposed to be acid-free.

Negatives are handled at the edges, at Benson cotton gloves are used. None of the respondents repair negatives. They store negatives in the dark, but Barker and Benson do not always keep them from ultraviolet light. Barker and Special Services clean negatives with a cloth, no one uses a liquid cleanser. Barker projects negatives sometimes for copy work, and Barker sometimes paperclips negatives to each other and to other photographs.

Audiocassettes

Responding units were Audio Library, Barker Texas History Center, Benson Latin American Collection, Cataloging, Circulation, Fine Arts, Library School, Periodicals and Microforms, Public Affairs, and Special Services.

Most respondents play the cassettes in processing, Cataloging "only if necessary." Special Services was the only respondent that repairs defective cassettes as part of processing. Library School and Special Services do not circulate cassettes; they are routinely circulated by Circulation, Fine Arts, and Per. and Micro. Audio, Barker, Benson, and Public Affairs circulate them with special permission.

The majority of respondents said that they used reel to reel tapes for long term preservation. Barker, Benson and Circulation were exceptions.

Cassette cases with screw fittings and the glued together type are both in use. Four responding units do repairs to audiocassettes: (1) Audio Library (2) Fine Arts (3) Library School and (4) Special Services. All of these have a technician or trained L.A. to do repairs.

All respondents store cassettes in individual containers except for Fine Arts, where they are stored in a cabinet--most are not in individual containers. All store them vertically except for Audio, Barker and Special Services.

Respondents were the same for reeel-to-reel phonotapes as they were for audiocassettes, except no response from Public Affairs. Only Audio, Barker and Benson play tapes as part of processing; Barker only does splicing if needed in processing. As with cassettes, Library School and Special Services do not circulate phonotapes, Circulation and Fine Arts do so routinely, and Audio, Barker and Benson do with special permission.

All respondents keep phonotapes well away from electric motors or other machinery that might change the magnetic field. None regularly inspect tapes on a rewind machine, but Audio said they planned to begin this procedure. Audio and Barker said they play or rewind their tapes periodically to insure against deterioration, playing them at normal (performance) speed.

Phonotapes are stored in individual cardboard or plastic boxes, but no respondent uses a protective sleeve inside the container. All units store tapes on edge, except for Cataloging which stacks as many as 10-15 flat during processing.

Audio, Fine Arts, and Special Services repair their tapes, using common splicing techniques. No unit regularly inspects playback equipment, all units store their phonotapes on metal shelving, except for Audio, which uses metal and wooden shelving.

Phonodiscs

Respondents were Audio, Barker Texas History Center, Benson Latin American Collection, Cataloging, Fine Arts, and Library School. Audio, Benson, and Cataloging sometimes play the discs as part of processing. Discs are physically handled at times during processing; Cataloging handles at the edges, Benson takes no precautions in handling, and Audio's response implies that the records they received have definitely been handled. All units said that they could provide slipcases for the records if they arrived in their unit without one. Only Benson and Fine Arts circulate phonodiscs.

Only Audio and Fine Arts have a regular procedure for cleaning phonodiscs. Audio cleans theirs at the time they are recorded on tape, Fine Art's are cleaned by a trained maintenance worker, Audio's by a member of their technical staff. Fine Arts has a cleaning kit that uses Stanton cleaning fluid, Audio sometimes uses a light detergent.

All units shelve phonodiscs on edge, most use bookshelving for records, the exceptions being Fine Arts, which uses "phonodisc shelving," and Barker, which uses the floor. All units keep the discs in the sleeves inside the slipcase, and they try to keep a closed side of the sleeve facing the open side of the slipcase. Audio, Fine Arts, and Library School record discs onto tape so that the discs can be preserved.

Audio, Cataloging and Fine Arts use turntables, Benson uses a changer, putting one disc at a time onto the changer. Most units knew that they used a diamond stylus. Audio and Fine Arts inspects their styluses weekly or daily. A technician does the inspection.

In most units, both staff and users handle the phonodiscs, in Audio and Cataloging it is staff only. Staff is trained to handle discs only by the edges, but "there is no way one can insure against fingerprints on records that circulate." (Fine Arts). Audio and Fine Arts said that phonodiscs do sometimes arrive from Bibliographic Control with fingerprints on them. Virtually all phonodiscs are made of vinyl. The exception is in Barker, where there is an older collection, that is for the most part shellac.

Audio and Fine Arts are the only units that examine the discs for damage after every use. Barker is the only unit that has wax cylinders or other early sound recordings. Fine Arts has a collection of piano rolls.

Filmstrips

Respondents were: Audio, Barker Texas History Center, Benson Latin American Coolection, Cataloging, CDL, Library School, and Periodicals and Microforms. All units circulate filmstrips except Library School, which does for classroom use. Most units have filmstrips housed in cardboard, plastic, and metal containers. The only unit with filmstrip masters is Barker. Only two units, Audio and Library School have projection equipment and it is five years old or less in both places. No unit regularly inspects filmstrips; Audio and Library School do filmstrip repairs, Audio has a filmstrip repair kit.

Motion Pictures

Respondents were: Barker THC, Film Library, Library School, and Special Services. Barker and the Film Library circulate films, the Library School and Special SErvices do not. The Film Library and Special Services inspect the motion pictures after every use. The Film Library uses technical staff to do repairs; they use Perfix tape, hot splices, and mylar tape splices. Special Services uses an L.A. I and uses splicers, splicing tape, and leaders.

No unit regularly cleans and lublicates thier films. The Film Library cleans films after every six uses and washes old films that rarely circulate before they go out. All units store films in air-tight containers that are cardboard, metal and plastic.

At Barker and Special Services, staff only handles the film, but at the Film Library and Library School patrons do as well. Projection equipment at the Library School and in Special Services is less than six years old, and in the Film Library ranges from 1950's equipment to new equipment. Barker was the only unit reporting a significant amount of nitrate-based film. Motion pictures are stored vertically at the Film Library and in Special Services, horizontally in the Library School, and both ways at Barker.

Videorecordings (Tapes, Cassettes, Discs)

Responding were: Audio, Barker Texas History Center, Benson Latin American Collection, Circulation, Film Library, Library School, PCL Reserves, Public Affairs, and Special Services. The only reporting units that do not circulate videorecordings are Library School, Special Services, and PCL Reserves. In general, only staff projects videorecordings; users do at Circulation and the Film Library. Only Audio does repairs, using "makeshift" materials. Most units store videorecordings vertically on bookshelves.

Slides

Responding were: Audio, Barker Texas History Center, Benson Latin American Collection, Chemistry, Circulation, Documents, Film Library, Library School, Periodicals and Microforms, PCL Reserves, and Special Services. Most reporting units have slides mounted both in cardboard and plastic, Audio and Cataloging have some mounted in glass as well. Slides are projected only in

the library in Documents, Library School, PCL Reserves, and Special Services; in Chemistry, Circulation, the Film Library, and Periodicals and Microforms they are projected only off the premises. In Audio, Barker, and Benson it is both in and outside the library.

Users are given instructions in handling slides only in Chemistry and Special Services; no unit instructs users not to overexpose slides to the light. Units with projectors are: Audio (Caramates and standard Kodak projectors), Barker (Kodak carousel with zoom lens), Documents (Bell and Howell), Library School (Kodak Ektagraphic 200), and Special Services (Kodak carousel slide projector, sound/slide projector-viewer.) Barker and Library School reported that the blower system in their projector both cools and preheats the slides, Audio's does not preheat.

Slide containers used include slide trays, slide trays in closed boxes, acetate envelopes, pockets in binders, and cardboard and plastic cases. Circulation and PCL Reserves said their pockets are made of plastic, vinyl, and polypropylene. Audio performs some repairs; once again, done "makeshift" by their technician. Special Services changes mounts for themselves and for Documents.

Other

Other A/V equipment mentioned includes kits that have different combinations of media, a Sony TV and recorder (in Public Affairs) that is not presently being used, and transparencies and an overhead projector in Special Services.

AUDIOVISUAL MATERIALS, INCLUDING MICROFORMS--PRELIMINARY RECOMMENDATIONS

1. Audiovisual equipment should be covered when not in use.

2. There should be a regular procedure for cleaning equipment--preferably one suggested by the manufacturer.

3. Each unit should have any instruction manuals which come with the equipment.

4. Specific personnel in each unit should have responsibility for cleaning and repairing equipment. Usually only minor repairs should be attempted in-house. Staff involved in cleaning and repairing equipment should be well trained.

5. All staff members in the unit who would potentially be involved with audiovisual materials and microforms should receive training in their care, as well as in care and operation of equipment.

6. Audiovisual materials and microforms should not be exposed to sunlight for extended lengths of time. For some materials, use in reduced light may be desirable.

7. Materials should not be stored in cabinets or other containers which are exposed to direct sunlight.

8. If users are allowed to handle audiovisual materials and equipment, they should receive any necessary instructions in handling and operation of equipment.

9. Any instructions to users or staff should be from a knowledgeable person.

10. If microforms circulate outside the unit, any necessary instructions should be given about handling.

11. Microform readers should have instructions printed on them or in a readily accessible place near the reader.

12. Microforms should be stored in metal cabinets (wood tends to harbor fungi) specifically built for that kind of microform.

13. Microforms should be inspected periodically to determine damage and deterioration.

14. In-house repairs of microforms should be attempted only if a staff member has the necessary expertise.

15. Materials used in repairs should be archivally sound.

16. Ties should be put around microfilm, and all ties should be acid-free paper.

17. Film should be examined as part of end processing to determine the need for leader tape and tails.

18. Film containters should be acid-free and should have a hole to facilitate air circulation.

19. Microfilm should not be wound tightly.

20. Microfiche envelopes should be marked in such a way that the fiche inside the envelope is not damaged. A sharp instrument should not be used unless the fiche is removed first.

21. Thousands of microfiche are received without envelopes from publishers, especially government documents and large microfiche sets. It is not practical to put all sheets in envelopes. Some titles, especially when only a few sheets are involved, may be put in envelopes.

22. Envelopes supplied locally should be acid-free.

23. Envelopes should open on one side as well as the top. This facilitates insertion and removal of fiche.

24. Microfiche should not be stuffed tightly into one envelope. Only if the envelope can comfortably hold more than one sheet should this be done.

25. Envelopes are available that file flat even though they open at the top and one side (one side is built up). This is the most desirable kind to use.

26. Fiche should be stored vertically, unless there are only a few, in which case horizontal storage is satisfactory.

27. Microforms should not be packed tightly in containers.

28. Rubber bands should not be used to keep microcards together.

29. Microprint should be kept in microprint boxes. Whenever possible, tight packing should be avoided.

30. Original prints of photographs, especially when valuable, should not circulate, only copies should. Staff only should have access to originals. As far as possible, there should be duplicate collections of photographic prints.

31. Photographic Prints should be stored in acid-free envelopes, either individually, or separated by acid-free interleaf sheets when there are more than one per envelope.

32. Photographic prints mounted in albums that contain acidic paper should be dismounted.

33. All mounting materials should be acid-free.

34. Photographic repairs should be done by a trained technician.

35. Adhesive tape should not be used for labelling photographs.

36. In framing photographs, glass not touching the surface of the print should be used, not Plexiglas. Frame backing should be acid-free.

37. Photographic negative should be kept in individual envelopes separate from photographs.

38. Negatives should be handled as little as possible and should be kept away from ultra-violet light.

39. Negatives should not be projected.

40. Negatives and photographs should never be clipped together or to other paper.

41. Audiocassettes should not be used when long-term preservation is goal.

42. Screw fitted cassettes are preferable to the glued together type.

43. Cassettes should be stored in individual containers.

44. Reel-to-reel tapes should be regularly inspected on a rewind machine.

45. Reel-to-reel tapes should be stored tails-out, that is, they should not be rewound after use.

46. Tapes should be regularly rewound or played to prevent deterioration.

47. Tapes should be stored in a protective sleeve.

48. Repairs to tapes should be done by qualified personnel.

49. Tapes should be stored on metal shelving.

50. A turntable, not changer, should be used in playing phonodiscs.

51. Appropriate precautions should be made in handling records.

52. Acid-free slipcases should be provided for phonodiscs if there are none.

53. Phonodiscs should be stored on edge on phonodisc shelving (deep shelving).

54. Phonodiscs should be regularly cleaned by trained personnel.

55. There should be record supports every four inches when shelving phonodiscs.

56. Phonodiscs should not be packed too tightly or so loosely that they are not upright.

57. Discs should be played with a diamond stylus that is regularly inspected.

58. Phonodiscs should be examined after every use.

59. Filmstrips should be stored in non-acidic containers.

60. Filmstrips should be inspected after every use.

61. Motion pictures should be inspected after every use, and any damage repaired by trained personnel.

62. Motion pictures should be cleaned and lubricated every six months.

63. Motion pictures should be stored in air tight containers.

64. Nitrate-based film should be reproduced and then discarded.

65. Motion pictures should be stored vertically.

66. In-house repairs of videorecordings can be made by knowledgeable personnel.

67. Users should be instructed in handling slides and instructed not to project them over 60 seconds using a conventional projector.

68. Projector blower systems should both pre-heat and cool the slides.

69. Storing slides in slide trays is best.

70. If slides are housed in pockets in binders, the pockets should be acid-free.

71. Trained personnel should do slide repairs.

AUDIOVISUAL MATERIALS, INCLUDING MICROFORMS QUESTIONNAIRE--RESPONSE

General

1. Is audiovisual equipment covered when not in use?

YES	NO
Audio Visual	Architecture
Barker Archives	Barker
Cataloging	CDL
Circulation	Documents
Classics	Engineering
Film	Geology
Library School	LAC Serials
Public Affairs	Per and Micro
	Photoduplication
	PMA
	Reference
	UGL

Benson covers tape recorders and record playing equipment, but not microform equipment.

Chemistry said that its equipment is usually covered.

Fine Arts covers turntables and videocassette equipment in the Audio Office.

Special Services said that some of its equipment is in cabinets but not otherwise covered.

2. Is there a regular procedure for cleaning equipment?

YES	NO		
Barker	Architecture	Engineering	
Film	Asian	Geology	
Fine Arts	Barker Archives	LAC Serials	
Per and Micro	Cataloging	Library School	
Public Affairs	Chemistry	PMA	
Reference	Circulation		
UGL	Classics		
	CDL		
	Documents		

Audio has a regular procedure, but "performing procedures gets delayed."

Benson has no regular procedure except for microfilm and microfiche readers.

Photoduplication has regular preventive maintenance procedures taken care of by service representatives and/or library staff.

Special Services doesn't at the present time, but is working on a schedule.

3. Is the procedure one suggested by the manufacturer?

YES	NO
Barker	Geology
Benson	
Film	
Fine Arts	
Library School	
Photoduplication	
Reference	
UGL	

Audio Visual replied that the procedure has either been suggested by the manufacturer or by the technician on duty.

Benson said that it doesn't know any procedures suggested by the manufacturer; they are not in the manual.

Per and Micro said that the procedure is one suggested by the manufacturer in some case; in some cases it is not.

4. Do you have the manufacturers' instruction manuals for equipment in your unit?

YES	NO
Audio Visual	Asian
Benson	Chemistry
Barker Archives	Circulation
Cataloging	Classics
Engineering	CDL
Fine Arts	Documents
LAC Serials	
Library School	
Public Affairs	
Photoduplication	
Reference	
Special Services	
UGL	

Barker has some instructions.

Film does not have instructions for all its equipment.

Geology has some instructions.

Per and Micro does not have instructions for all its equipment.

5. Who cleans audiovisual and microform equipment? (positions/titles)

Architecture: no one
Audio Visual: maintenance personnel
Barker: clerk, clerical assistants
Benson: clerical assistant or rare books/manuscripts librarian
Cataloging: professional librarian
Documents: Special Services
Engineering: repairman
Film: technical staff assistants II
Fine Arts: Maintenance Worker II provided by Utilities/Communications

Geology: no one
Library School: Library Assistant I
Per and Micro: a designated half-time Clerk
Public Affairs: Clerk, once a month
Photoduplication: Senior Clerks, Senior Clerk Typists
PMA: no one
Reference: Clerk Typist
Special Services: Library Assistant I
UGL: Clerk

6. Who repairs audiovisual and microform equipment? (positions/titles)

Audio Visual: technical and repair personnel
Barker: company representatives
Benson: rare books librarian, company repairman, University repairman
Cataloging: no in-house repairs, except most minor
Documents: Special Services
Engineering: repairman
Film: Technical Staff Assistant II and Communications Department personnel
Fine Arts: Maintenance Worker II provided by Utilities/Communications
Geology: no one
LAC Serials: Al Rogers does very minor repairs
Per and Micro: designated half-time Clerk, unit supervisor (Library Assistant III), or independent repairman
Photoduplication: authorized service representatives
PMA: no one
Public Affairs: manufacturer's representatives
Reference: Clerk Typist
Special Services: Library Assistant I does minor repairs; service engineer or repairman from manufacturer does major repairs
UGL: Librarian

7. What training has your staff had in the care of audiovisual and microform equipment:

NONE
Architecture
Asian
CDL
Circulation
Documents
Engineering
Geology
LAC Serials
PMA
Reserves

Audio Visual: Clerical Assistants receive individual instruction from unit supervisor on each piece of equipment; Utilities personnel provide technicians with a wide range of training (years to none at all)
Barker: in-house
Barker Archives: no formal training, only common sense
Benson: Staff who circulate audiovisual equipment are trained to set up equipment for use of patron; Clerical Assistant in charge of cleaning microform equipment receives demonstration on how to clean plus a photocopy of manufacturer's instructions.
Cataloging: Supervisor of nonbook cataloging trains staff who work with equipment.

Chemistry: little
Classics: basic operations
Film: in service training. One staff member received related training in the military
Fine Arts: Selected members of the library staff receive minimal training to maintain services
Library School: routine orientation when employed
Per and Micro: training from manufacturers publications, manufacturers representatives, and unit supervisor
Photoduplication: intense on the job instruction and sessions with service representatives
Public Affairs: brief explanation on proper handling and operating procedures
Reference: only word of mouth from previous staff member doing the job
Special Services: training from manufacturer/retailer when equipment is purchased; general operation, maintenance and minor repair procedures
UGL: librarian in Reference has meeting with manufacturer's representative

8. Are audiovisual materials ever exposed for any extended length of time to direct sunlight?

NO	Architecture	Film
	Asian	Fine Arts
	Barker	Geology
	Benson	LAC Serials
	Cataloging	Library School
	Chemistry	Public Affairs
	Circulation	Per and Micro
	Classics	Photoduplication
	CDL	PMA
	Documents	Reference
	Engineering	Reserves
		Special Services

Audio Visual: In the past groups of audiotapes were shelved in front of sunny windows.

Barker Archives: Processing area faces due east; we get strong morning sunlight.

UGL: The microfilm readers are near curtained windows.

9. Are materials used in areas of reduced light?

YES	Asian	NO	Architecture
	Barker		Benson
	Chemistry		Barker Archives
	Classics		Cataloging
	Engineering		Documents
	Library School		Geology
	Special Services		LAC Serials
			Public Affairs
			Photoduplication
			PMA
			Reference
			Reserves

Audio Visual: Materials are used in areas of standard library fluorescent lighting reduced from 3 bulbs per unit to 2 for conservation

Film: Must reduce light to project materials. Most of our audiocasettes are used with slides and are used in reduced light.

Fine Arts: Overhead light turned off over readers.

Per and Micro: Microfiche and microopaques, no. Microfilm, yes.

UGL: The overhead wattage has been reduced to cut glare

10. Are audiovisual materials and microforms stored in cabinets or other containers which are exposed to direct sunlight?

All respondents said no.

Reflected sunlight?

Only Documents replied yes.

Other heat sources?

Chemistry said yes but did not specify the source.

Sources of cold air colder than that of the ambient environment?

All respondents said no.

11. Are all windows tinted in the area(s) in which audiovisual materials are stored?

Of the units which have windows, the following replied yes: Barker Archives, Photoduplication, UGL.

12. Who may handle audiovisual materials?

STAFF ONLY	STAFF AND USERS	
Asian	Audio Visual	Geology
Cataloging	Barker	LAC Serials
Documents	Barker Archives	Library School
	Benson	Public Affairs
	Chemistry	Per and Micro
	Circulation	PMA
	Classics	Reference
	CDL	Reserves
	Engineering	Special Services
	Fine Arts	UGL
	Film	

13. If users may handle some but not others, please indicate which types they may handle and which types they may not.

Barker Archives: Users may handle photographic prints, audiocassettes, reel-to-reel phonotapes, and slides. Generally, we do not allow patrons to handle negatives, particularly glass ones. Patrons are allowed to hear audiocassettes and reel-to-reel phonotapes, but they are monitored. We don't have our own equipment for their use. We have to borrow or make some special provision. We do not have equipment for playing phonodiscs, looking at filmstrips, motion pictures, or videorecordings. We would have to use the Film Library's facilities. We don't have a large collection of slides available for patrons. If they request to view them, we use a light table, rather than a projector.

Circulation: cassette tour of PCL

Film: Users may not handle film inspection equipment, but they can use everything else.

Fine Arts: Users may handle phonodiscs, phonotapes, slide carrousels, videocassettes, microforms. Archive collection phonodiscs will not be used by patrons.

Special Services: Users handle: slide tapes, tour cassette tapes and videotapes. Users do not handle transparencies and films.

14. Who may handle audiovisual equipment?

Only Barker Archives and Cataloging replied staff only. Audio Visual replied that only staff handle "professional" equipment in the control room; staff and users handle portable equipment built into carrels. CDL replied that no one uses the equipment.

15. If users may handle some types but not others, please indicate which types they may handle themselves and which types they may not.

Circulation: cassette players
Special Services: Users handle sound/slide projector/viewer (with headset), cassette recorder (with headset). Users do not handle slide projectors, film projectors, and overhead projectors.

16. Is any instruction given in the use of audiovisual materials to staff?

Audio Visual: Training individually performed by librarian. Each staff member must demonstrate working knowledge of each major media format and describe proper handling and use.
Barker: Instruction given during orientation.
Barker Archives: If sound recordings or film appears in an archival collection, the processor is to consult with me [Alison Beck] about how to store it.
Cataloging: Supervisor of nonbook cataloging and music cataloger instruct as appropriate.
Chemistry: Little.
Documents: Directions are next to equipment.
Film: They are told how to properly project a film, handle a breakage problem. Inspection staff are taught how to repair films.
Fine Arts: Minimal instructions are given to selected members of the staff. Instructions for use are placed in the carrels to instruct patrons.
Geology: Yes. How to retrieve, handle, load and unload.

LAC Serials: Only enough to operate equipment.
Periodicals and Microforms: Training is given in use of equipment and basic care of microforms.
Public Affairs: Explanation on proper use of materials, usually done in a group session.
Special Services: LA I will explain to staff members, producing instruction manual if necessary.

All other units either said no or didn't answer the question.

Is any instruction given in the use of audiovisual materials to users?

Architecture: If a user needs access to a microform, we get it for for him and show him how to put it in the machine.
Audio Visual: Archival visual collections class and architecture class as part of instruction only.
Barker: Instruction given on use of machines when first begin using materials.
Barker Archives: Limited instruction of a general nature, regarding precautions in handling.
Chemistry: Given if they don't know how to use it.
Documents: Directions are next to equipment.
Film: If they request, we show them how to project a film.
Fine Arts: Instructions in the carrels will take care of most needs. Staff at the Circulation Desk are trained to assist patrons if they need help, as is Audio Clerk-Typist.
Geology: How to retrieve, handle, load and unload.
Per and Micro: Aid with equipment when requested.
Public Affairs: No explanation is given unless they request help.
Special Services: Circulation staff and LA I will explain instructions to users and assist in operation if necessary.
Undergraduate: A reference librarian usually accompanies a new microfilm and fiche user to the equipment and threads the first reel/fiche.

17. Is any instruction given in the use of audiovisual equipment staff?

Architecture: Few of the staff ever actually handle the equipment, and those who do have been shown the basics of operation.
Asian: Instruction on the equipment.
Audio Visual: Individual by librarian. Each member must demonstrate working knowledge of each major function or operation on each type of equipment.
Barker: Yes, during orientation.
Benson: Demonstration on how to operate.
Cataloging: Supervisor of nonbook cataloging and music cataloger instruct as appropriate.
Circulation Services: Basic controls only.
Documents: Directions next to equipment.
Film: They are taught how to project 16mm films, and inspection staff are taught to operate inspection equipment. Projectionists are taught to operate carousels, overheads, tape recorders, opaques, 8mm.
Fine Arts: Instructions in the use of AV equipment are given to selected members of the staff by the technician.

Geology: Load and unload, focus.
Per and Micro: Training in use and some basic maintenance.
Public Affairs: Explanation and demonstration of proper operating procedures of equipment, usually given in a group session.
Reference: Brief oral instructions.
Special Services: When staff members wish to use materials, LA I will give them necessary instructions on handling equipment.

Is any instruction given in the use of audiovisual equipment to users?

Architecture: Generally the LA I helps the patron with the microforms, showing them the basics of operating the viewers.
Asian: Instruction on the equipment.
Audio Visual: Signs, brochures, individual assistance by staff.
Barker: When they first begin using the equipment.
Benson: Usually on request.
Circulation Services: Basic controls only.
Documents: Directions next to equipment.
Film: On 8mm everytime it is used. Other equipment if requested.
Fine Arts: Written instructions are placed in each carrel. Staff are available to help any patron who needs help.
Geology: Load, unload, focus.
Per and Micro: Training when requested.
Public Affairs: No explanation is given unless they request help. A brief users guide should be prepared.
Reference: Brief oral instructions.
Special Services: By printed materials, either as handouts or posted signs, and verbally by circulation staff when materials are checked out. Assistance will be given by staff members if necessary.

18. Who gives this instruction to staff?

Architecture: LA I
Audio Visual: Media Librarian
Barker: Assistant Archivist
Benson: Rare Books Librarian
Cataloging: Professional Librarians
Circulation Services: LA III/Desk Supervisor
Classics: Classics Librarian
Film: Technical Staff Assistant II, Office Supervisor
Fine Arts: Maintenance Worker II
Geology: Librarian
LAC Serials: Supervisor, or anyone who's used materials/equipment before.
Library School: LA I, Librarian
Per and Micro: Unit Supervisor, Clerks, and Clerk-Typists
Public Affairs: Head Librarian
Reference: Librarian
Special Services: LA I
Undergraduate: Librarians in Reference, LA's

Who gives this instruction to users:

Architecture: LA I

Audio Visual: Librarian, Clerk, Clerical Assistant
Barker: Assistant Archivist or Clerk, occasionally Clerical Assistant
Benson: Library Assistants
Circulation Services: Clerks/Desk Clerks
Classics: Classics Librarian
Film: Technical Staff Assistant II
Fine Arts: Audio Clerk-Typist, Clerical Assistant, LA II, LA I, evening and weekend supervisors
Geology: Librarian and staff
Public Affairs: Any member of the staff
Reference: Librarian or LA
Special Services: Circulation staff
Undergraduate: Librarians in Reference, LA's

19. Are any audiovisual masters (those, like photographic and microfilm negatives, which are used to generate copies) circulated in your unit at any time?

All units responding said no, with the exception of Benson.

What types?

Benson: Tapes (video and audio, both cassette and reel), photographic negatives, microfilm negatives

MICROFORMS

General

20. Do any microforms circulate outside the library?

YES	NO	SOME
Architecture	Documents	Fine Arts
Asian	Library School	
Benson	Reference	
Engineering	Undergraduate	
Geology		
Public Affairs		
Per and Micro		
PMA		
Public Affairs		

If so, what kinds and under what conditions do they circulate?

Architecture: The microfiche circulate on a three-day basis. They are checked out like reserve books.
Asian: With professor's recommendation.
Barker: Positive copies are sent out on interlibrary loan. In rare instances special arrangements are made for faculty, staff, and graduate students to use microfilm in another campus library.
Benson: Positives may be sent out on interlibrary loan or they may be taken out by local patrons who request special permission.
Engineering: Microfiche, to all who ask.
Fine Arts: Microfilm, microfiche, microcards. We circulate them if a patron has access to a reader.
Geology: Microfilm, microfiche, no special conditions.
Per and Micro: Microfiche, microfilm. By exception, with permission of the Unit Supervisor.

PMA: Normal loan periods.
Public Affairs: Fiche loaned interlibrary loan to state agencies in town.

21. Do microform readers have instructions printed on them?

YES	NO
Asian	Architecture
Reference	Cataloging
Undergraduate	Chemistry
	Documents
	Geology
	Library School
	PMA

Benson: 2 out Of 6 have instructions
Engineering: Some do, some don't.
Fine Arts: Most do.
Public Affairs: Some do, but it's minimal.
Per and Micro: Film, yes: fiche, no. Fiche and film reader/printers, yes.

22. How old are your microform readers?

Architecture: old
Barker: One machine is less than a year old. Ages of other 8 readers are unknown. Three are at least 15 years old; the other 5 are 30-40 years old.
Benson: Oldest probably 1950's; latest, mid '70's.
Cataloging: Two to eight years.
Chemistry: Unknown.
Documents: Seven years.
Engineering: Up to ten years old.
Fine Arts: one to two years.
Geology: One microfilm, circa 1940's; microfiche reader about five years old.
Per and Micro: One to ten years.
PMA: Thirty years.
Public Affairs: Eight to ten years average. The 3M400 fiche reader/printer is at least fifteen years; the Bell & Howell fiche reader is about five years old.
Reference: Two years; one year; unknown.

23. Are microforms stored in microform cabinets?

YES	NO
Asian	Cataloging
Barker	Documents
Chemistry	
Engineering	
Fine Arts	
Geology	
PMA	
Undergraduate	

Benson: Fiche, no: film, yes.
Library School: films only
Public Affairs: About half are in microform cabinets; the rest are in cabinets not made just for microforms.

Per and Micro: Yes, except a large quantity of film is on shelves.
Reference: No--in small boxes.

24. Are microform cabinets made of wood or metal?

WOOD	METAL		
Documents	Architecture	Public Affairs	
Geology	Asian	Periodicals	
Reference	Barker	Photoduplication	
	Benson	PMA	
	Chemistry	Reference	
	Engineering	Undergraduate	
	Fine Arts		
	Library School		

25. Are cabinets humidified?

Only Photoduplication replied yes.

26. Estimate the percentage of your microfilm and microfiche holdings which are on silver halide film, diazo film, or vesicular film.

Barker: 100 per cent silver halide
Documents: 2 per cent silver halide
Fine Arts: almost 100 per cent silver halide
Geology: 100 per cent silver halide
Library School: unknown
Public Affairs: 40 per cent of the film is silver halide; 95 per cent of the fiche is diazo; 60 per cent of the film is vesicular.
Per and Micro: Information not available.
Photoduplication: 100 per cent silver halide
Reference: unknown
Undergraduate: 100 per cent silver halide

27. Do you have any microform masters (negatives which may be used for making other microform copies)?

Only Barker, Benson, and Photoduplication answered yes.

28. What kind of film are your microform masters on?

All replied silver halide.

29. What percentage of your microform holdings are on nitrate-based film?

Respondents replied that they did not know. Benson estimated that the number was infinitesimal; Periodicals and Microforms assumed that the percentage was very small and commented that most film and fiche have been acquired since the 1950's.

30. Are microforms inspected before they are returned to storage?

Only Photoduplication replied yes--by a Senior Clerk (film clerk).

31. Are microforms ever routinely inspected for deterioration and damage?

All units replied no.

32. Is any in-house repair of damaged microforms done?

Barker: Yes, by the assistant archivist.
Benson: Yes, by the rare books librarian
Per and Micro: Film splicing only, performed by the unit supervisor or microforms clerk.
All other units replied no.

33. Types of microforms repaired:

Microfilm is the only microform on which repairs are attempted.

34. Nature of repairs:

Barker: Splicing, adding leader, cutting off rough leaders, replacing broken reels.
Benson: Splicing
Fine Arts: Microfilm sometimes needs splicing. Sometimes leader is added.
Periodicals and Microforms: Splicing

35. Materials used in repairs:

Barker: Scissors, splicing machine, splicing tape, extra film for use as leader, new reels.
Benson: Magic mend tape
Fine Arts: Microfilm for leader, etc.
Per and Micro: 16 mm splicing tape (for 35 and 16 mm film)

Microfilm

36. Are ties of any sort placed around microfilm when there are no ties?

Only Asian, Geology, and LAC Serials replied yes. Benson said occasionally.

37. Is microfilm examined in processing to determine the need for leader tape?

Barker, Benson, Cataloging, LAC Serials, and Photoduplication replied yes.
Fine Arts replied that if a patron identifies the need for leader, it is supplied in the Fine Arts Library.

38. What kind(s) of containers are used for individual microfilm reels?

PLASTIC	Benson		
	Cataloging		
	Engineering		
	Periodicals and Microforms		
METAL	Benson		
	Cataloging		
	Periodicals and Microforms		
CARDBOARD	Architecture	Classics	Periodicals and
	Asian	Engineering	Microforms

CARDBOARD (continued)

Barker	Fine Arts	Photoduplication
Benson	Geology	PMA
Cataloging	LAC Serials	Undergraduate
Chemistry	Library School	
	Public Affairs	

39. If cardboard, are the containers acid-free?

Few respondents knew. Barker, Cataloging, and Periodicals and Microforms replied that some are acid-free.

40. Do containers have air holes to facilitate air circulation?

Some respondents were not sure. Benson and Fine Arts said that some have holes. Cataloging said that many have holes, especially microfilm boxes from University Microfilms.

41. If metal, are the containers air tight?

Benson: Probably
Cataloging: Usually
Engineering: More or less
Periodicals and Microforms: Nearly so, if not air-tight (applies also to plastic)

42. What is around the microfilm itself? a piece of paper? rubber band? plastic tie made especially for microfilm? Paper tie especially for microfilm? string? other? nothing?

All of the above were represented in answers. Most units replied that more than one of the above were represented in their microfilm collections.
Library School removes any rubber bands.

43. If a string or paper is used to tie microfilm, is it acid-free?

Asian Cataloging, Fine Arts, Public Affairs, Periodicals and Microforms answered no. Other respondents replied that they did not know.

44. Are any boxes of microfilm stored on book shelves?

Classics, LAC Serials, and Periodicals and Microforms replied yes. Other units said no.
Fine Arts: Only film placed on reserve (rarely done)

45. Do microfilm have adequate leaders (6 inches minimum) and tails (blank film at the beginning and end of the reel)?

Units replied that microfilm always or almost always has adequate leaders and tails.

46. Are microfilm wound tightly?

YES	Asian	NO:	Benson
	Barker		Chemistry
	Classics		LAC Serials
	Geology		Photoduplication
	Public Affairs		
	PMA		

Cataloging: sometimes
Engineering: most
Fine Arts: not especially
Periodicals and Microforms: some are, some are not
Undergraduate: varies

47. What percentage of microfilm reels are made of plastic? metal?

Architecture: 100 per cent plastic
Asian: 100 per cent plastic
Barker: 100 per cent plastic
Benson: 75 per cent plastic, 25 per cent metal
Chemistry: 95 per cent plastic, 5 per cent metal
Classics: 100 per cent plastic
Engineering: 75 per cent plastic, 25 per cent metal
Fine Arts: 90 per cent plastic, 10 per cent metal
Geology: 100 per cent plastic
Library School: 33 1/3 plastic, 66 2/3 metal
Periodicals and Microforms: 75 per cent plastic, 25 per cent metal
Public Affairs: 100 per cent plastic
Photoduplication: 100 per cent plastic
PMA: 100 per cent plastic
Undergraduate: 75 per cent plastic, 25 per cent metal

Microfiche

48. When microfiche envelopes are stamped or written on as part of the end processing, are the fiche first removed from the envolopes?

Cataloging, in which most processing takes place, does not remove fiche from envelopes. Other units replied that they, too, do not remove fiche if any further writing is done on the envelope. Geology said that it does remove fiche.

49. What kind of instrument is used to write on microfiche envelopes?

Benson: pen
Cataloging: felt tip pen, stamp
Documents: felt tip pen
Fine Arts: stamp, felt tip pen
Geology: felt tip pen
LAC Serials: felt tip pen
Library School: typewriter
Public Affairs: magic marker, pen, ink stamp
Periodicals and Microforms: nylon tip pen

50. Are microfiche received from the publisher without the fiche placed in envelopes?

Cataloging: Yes, if relatively few for each title.
Fine Arts: occasionally
LAC Serials: sometimes
Public Affairs: occasionally
Chemistry: no
Engineering: no
Documents: yes
Geology: yes
Periodicals and Microforms: yes
PMA: yes

51. Estimate the percentage of your microfiche holdings which are in envelopes.

Architecture: 100
Benson: 100 per cent; in some instances more than one fiche is in the same envelope.
Chemistry: 100
Documents: less than 10
Engineering: 100
Fine Arts: 100
Geology: 100
LAC Serials: all are placed in envelopes during processing
Public Affairs: 80
Periodicals and Microforms: 53
PMA: 100
Reference: 75
Undergraduate: 50
Library School: 100

52. Are these envelopes acid-free?

Cataloging replied that the current supply of envelopes used when fiche don't already come in envelopes is acid-free.
Other Units replied that they did not know whether or not envelopes were acid-free.

53. Do envelopes open only on one side?

Architecture: yes
Documents: yes
Fine Arts: yes
LAC Serials: yes
PMA: yes
Undergraduate: yes
Public Affairs: yes; another side is opened to facilitate access.
Reference: yes
Benson: some
Cataloging: no
Chemistry: no
Engineering: no
Library School

54. Do the envelopes open at the top and at one side?

Benson: some
Cataloging: yes
Engineering: yes
Fine Arts: some
Geology: some
Library School: some
Other units said no.

55. Is more than one fiche ever kept in the same envelope?

Engineering, Library School, Photoduplication, Reference and Undergraduate said no. Other units said yes.

56. If fiche are in envelopes which open at the top and one side, is the envelope so constructed that it files flat?

Cataloging said that the current supply of microfiche envelopes is so constructed.
Documents replied no; other units said yes.

57. Are microfiche stored vertically or horizontally?

Asian, Chemistry, Fine Arts, and LAC Serials stores at least some horizontally. Other units store vertically.

58. Are microfiche packed tightly?

Asian, Fine Arts, Public Affairs, and Undergraduate replied yes. Other units either did not respond or said no.

Microfiche

59. What are microcards kept in? microfiche envelopes? other kind of envelopes? nothing?

Cataloging: all of the above
Chemistry: other kind of envelope or nothing
Engineering: other kind of envelope
Fine Arts: stored together in a box
Geology: nothing
Periodicals and Microforms: all of the above
Library School: separated into sets with card stock

60. When there is more than one microcard per title, what keeps the microcards together? rubber band? string? tie of some sort? nothing?

Cataloging: all of the above
Chemistry: rubber band
Fine Arts: most have nothing; some have rubber bands
Geology: rubber band
Periodicals and Microforms: rubber band, plastic jacket, or nothing

61. Are microcards packed tightly?

Respondents said no.
Library School said "comfortably"

Microprint

62. Are microprint kept in microprint boxes?

Cataloging and Periodicals and Microforms said yes. Barker said that it has only a few microprints. There were no other respondents.

63. Are they packed tightly?

Cataloging replied sometimes; Periodicals and Microforms, the only other respondent, said no.

64. Do photographic prints circulate outside the library? If so, under what conditions?

YES Barker THC - "Not to patrons." Staff makes copies of photos.
Benson LAC - "For exhibit; for reproduction; they are not lent to individuals."

NO Special Services

65. Who has access to photographs?

STAFF Barker THC
Benson LAC
Special Services Department

66. In what kind(s) of containers are photographs circulated?

Manila and acid-free folders - Barker THC
Envelopes and Folders - Benson LAC

67. Is there a duplicate collection of valuable photographs, so that the duplicates alone circulate?

NO Barker THC
Benson LAC

68. Are photographs stored in acid-free envelopes or boxes?

Some are Benson LAC
Barker THC - "Our photographs in Archives and Manuscripts are, but our Texas Collection picture file is not."

69. Are photographs stored individually? Several in one container?

Several in one container Barker THC
Both ways Benson LAC Special Services

70. If several photographs are in one container, are they separated with acid-free interleaf sheets?

NO Barker THC
Benson LAC
Special Services

71. Are any photographs mounted in albums?

YES Barker THC
Benson LAC

72. If so, are the albums acid-free?

NO Barker THC ("Highly acidic")
Benson LAC

73. Are photographs stored tightly packed?

NO Barker THC
Special Services
Some tightly packed, some loosely - Benson LAC

74. In what kind of light conditions are photographs displayed?

Fluorescent	Barker THC Benson LAC Special Services

75. Does direct sunlight ever hit photographs?

Rarely	Barker THC Benson LAC
NO	Special Services

76. Are photographs mounted on board?

Some	Barker THC ("Some are on matte board, wood, construction paper.")
NO	Barker THC Benson LAC Special Services ("Poster Boards")

77. Is mounting material acid-free?

NO	Barker THC Benson LAC Special Services

78. Are photographs stored vertically? Horizontally?

Vertically	Barker THC ("Most vertically; some oversize prints horizontally.") Special Services

79. Are any repairs ever made to prints?

NO	Barker THC ("If a print starts to deteriorate, we copy it.") Benson LAC Special Services

80. How are copies of photographs made? from a negative? picture taken from an original photograph?

Both ways	Barker THC Benson LAC
Negative	Special Services

81. If photographs are labeled in any way, what material is used?

Pencil on the back of the print - Barker THC
Special Services
Adhesive label on verson - Benson LAC

82. If photographs are written on, what kind of writing instrument is used?

Pencil	Barker THC (No. 2)
	Benson LAC (Soft lead)
	Special Services

83. In framed photographs, what is used to cover them? Glass? Plexiglas? Nothing?

Glass and Nothing	Barker THC
All three	Benson LAC
No framed photos	Special Services

84. What is used on the back of the framed photographs?

Brown Craft Paper	Barker THC
	Benson LAC

85. If something is used, is it attached in a manner that will keep out dust?

Sometimes	Barker THC
Not necessarily	Benson LAC

86. Is the material acid-free?

NO	Barker THC ("Usually not")
	Benson LAC

87. Does your unit have tintypes, daguerreotypes, or any other type of early photographs?

YES	Barker THC ("All of the above")
NO	Special Services

(Benson has "photographs dating back to the 1860's, but we do not have the expertise to identify their types.")

88. Who has access to negatives?

Staff	Barker THC
	Benson LAC
	Photoduplication
	Special Services

89. Do negatives ever circulate outside the library? If so, under what conditions?

Only to be reproduced	Barker THC
	Benson LAC
NO	Special Services

90. Are negatives stored in individual envelopes?

YES	Barker THC
Some	Benson LAC
NO	Special Services

91. Are negatives stored separately from photographs?

YES	Special Services
NO	Barker THC
Some	Benson LAC

92. What kind(s) of envelopes are used?

Glassine	Barker THC (also Mylar)
	Special Services
Plastene	Benson LAC

93. Are envelopes acid-free?

NO	Barker THC
	Special Services
"Supposed to be"	Benson LAC

94. Are negatives handled only at the edges insofar as possible?

YES	Barker THC
	Benson LAC
	Special Services

95. What precautions are taken in handling negatives?

Cotton gloves	Benson LAC
Handle with care	Barker THC
	Special Services

96. Are any repairs ever made to negatives?

NO	Barker THC
	Benson LAC
	Special Services

97. Are negatives stored in the dark?

YES	Barker THC
	Benson LAC
	Special Services

98. Are negatives always viewed away from ultraviolet light?

NO	Barker THC
	Benson LAC

99. How are negatives cleaned?

Cloth	Barker THC
	Special Services
No cleaning done	Benson LAC

100. Is any sort of liquid used in cleaning negatives?

NO
- Barker THC
- Benson LAC
- Special Services

101. Are negatives ever projected?

YES
- Barker THC ("With an enlarger for copy work")

NO
- Benson LAC
- Special Services

102. Are negatives ever paperclipped or otherwise attached to each other? Are they ever attached in any way to photographs?

NO
- Benson LAC
- Special Services

YES
- Barker THC (Yes to both)

103. Are cassettes ever played as part of processing--to determine subject content, for example?

YES
- Audio
- Barker THC
- Benson LAC
- Cataloging ("Only if necessary")
- Library School
- Special Services

NO
- Circulation
- Public Affairs
- Per. Rm.

104. Are defective cassettes ever repaired as part of processing?

YES
- Barker "(Situation hasn't happened, but would probably splice...")
- Special Services

NO
- Audio
- Benson LAC
- Cataloging
- Circulation
- Library School (?)
- Public Affairs
- Per. Rm.

105. Do audio cassettes circulate outside the library?

YES Routinely

NO
- Library School
- Special Services

YES With special permission
- Audio
- Barker THC
- Benson LAC
- Public Affairs

106. Are audiocassettes used for material for which long-term preservation is goal?

106. (continued)

YES
Barker THC ("Because we inherited them as part of an archival collection.")
Benson LAC
Circulation

NO
Audio
Fine Arts
Public Affairs
Special Services ("If long-term preservation is needed, reel to reel is used.")

In some instances Library School

107. Do your cassettes have screw fittings, or is glue used to hold the cassette case together?

Glue
Barker THC
Per. Rm.

BOTH
Audio
Circulation
Special Services

Screw
Fine Arts
Public Affairs

108. Who, if anyone, makes necessary repairs to cassettes? Nature of repairs: Materials used in repairs:

Audio: Technician and the media librarian. Repairs to tapes, using splicing machine, leader tape, etc.
Fine Arts: Maintenance worker II. Splicing tape and repairing leader.
Library School: Media Lab personnel.
Special Services: L.A. I or service engineers. L.A. I does minor repairs, such as loose screws, engineer does major repair. In the department equipment includes adhesive tape, glue, screw driver.

No other unit repairs own equipment.

109. Is each cassette stored in a container?

YES
Audio
Barker THC
Benson LAC
Circulation
Public Affairs
Per. Rm.
Special Services
Library School (Most are in containers, they hope all will be.)

NO
Fine Arts Library ("Casettes are stored in a cabinet, most are not in containers. Some have been placed in brown envelopes, some come in a box.")

110. Are cassettes stored vertically? Horizontally?

Vertically	Benson LAC
	Circulation
	Fine Arts
	Library School
	Public Affairs
	Per. Rm.
Horizontally	Audio
Both	Barker THC
	Special Services

REEL TO REEL PHONOTAPES

111. Are phonotapes played as part of processing?

YES	Audio
	Barker THC
	Benson LAC
NO	Cataloging
	Circulation
	Fine Arts
	Library School
	Special Services

112. Is any splicing done in processing?

YES	Barker THC (Only if repair is necessary)
NO	Audio
	Benson LAC
	Cataloging
	Library School
	Special Services

113. Do phonotapes circulate outside the library? If so, under what conditions?

YES	Routinely	Circulation
		Fine Arts
YES	With Special Permission	Audio
		Barker THC
		Benson LAC
NO	Library School	
	Special Services	

114. Are phonotapes kept well away from electric motors, transformers, and other machinery which might cause changes in the magnetic field?

YES	Audio ("As far as the control permits")
	Barker THC
	Benson LAC
	Cataloging
	Circulation
	Fine Arts ("If tapes were to be placed in sensitizing unit of security system, they would be affected.")
	Library School
	Special Services

115. Are phonotapes examined at least every two years on a rewind-type inspection device?

NO Audio ("To begin Winter 1981")
Barker THC ("We do examine our oral history tapes, but not always this frequently.")
Benson LAC
Cataloging
Circulation
Fine Arts
Library School
Special Services

116. Are phonotapes played or rewond periodically to insure against deterioration?

YES Audio ("About 60 per cent of them")
Barker THC
NO Benson LAC
Cataloging
Circulation
Fine Arts
Library School
Special Services ("But we are working on a procedure.")

117. If so, at what speed does this take place?

Normal speed Audio (Performance speed)
Barker THC

118. What are individual phonotapes stored in?

Cardboard or plastic boxes Audio
Barker THC
Benson LAC
Cataloging
Circulation
Fine Arts ("A tape box designed for that purpose")
Library School
Special Services

119. Is each phonotape in some sort of protective sleeve inside the container?

NO Audio
Barker THC
Benson LAC
Cataloging ("Most are not")
Circulation
Fine Arts
Library School
Special Services

120. Are phonotapes stored on edge? stored flat?

On edge Audio
Barker THC
Benson LAC
Cataloging ("No equipment in the dept.")
Circulation
Fine Arts
Library School
Special Services

121. If flat, how many at the most are in one stack?

10-15 Cataloging

122. Who makes necessary repairs to phonotapes?

Audio: Technician and media librarian
Fine Arts: Maintenance Worker II
Special Services: L.A. I

All make similar repairs as indicated in question no. 108.

123. Is playback equipment inspected regularly?

NO Audio ("Not to my satisfaction, but periodically.")
Barker THC
Benson LAC
Cataloging ("No equipment in the department")
Circulation
Fine Arts
Library School
Special Services

124. Are phonotapes stored on metal shelves? Wooden?

Metal Barker THC
Benson LAC
Cataloging
Circulation
Fine Arts
Library School
Special Services

Both Audio

PHONODISCS

125. Are phonodiscs ever played in processing?

YES Audio
Benson LAC
Cataloging

126. What kind of equipment is used? turntable? changer? what kind of stylus?

Audio: "Good Quality Professional"
Benson LAC: "Changer--stylus unknown"
Cataloging: "Turntable; diamond stylus (Watco)"

127. Are the phonodiscs themselves ever handled during processing? What precautions are taken not to get fingerprints on them?

Audio: "Yes!" "Am not sure what precautions since processing done in PCL cataloging, but "end processing" manual has section."
Barker THC: "The phonodiscs mentioned above arrived in brown paper envelopes, and were not taken out for processing."

127. (continued)

Benson LAC: "Yes" "None"
Cataloging: "Yes" "Handled only at edges"

128. If phonodiscs arrive without slipcases and/or envelopes, are these provided as part of processing?

YES
- Audio ("I think so")
- Barker THC ("If a collection arrived improperly stored, we would purchase storage sleeves.")
- Benson LAC
- Cataloging ("Slipcases only, no envelopes provided.")
- Fine Arts ("They would be if they arrived in this condition")

129. Do phonodiscs ever circulate outside the library? If so, under what conditions?

NO
- Audio
- Barker (Rarely. "Only to be taped by a staff member")
- Library School

YES
- Benson LAC ("Patrons may borrow for limited time with special permission.")
- Fine Arts ("By circulation procedures and routines for AV materials")

130. Is there a regular procedure for cleaning phonodiscs? Who devised this procedure? Who performs it? How as this person trained?

YES
- Audio ("Many discs cleaned at time of recording onto tape. Done at discretion of technical repair staff.")
- Fine Arts ("We purchased a cleaning kit. Work performed by Maintenance Worker II, trained by utilities staff")

NO
- Barker THC
- Benson LAC
- Cataloging
- Library School

131. Is any sort of liquid used in cleaning phonodiscs?

YES
- Fine Arts ("Stanton RC 4 fluid")

Rarely
- Audio ("Depends on amount of soil buildup--sometimes even a light detergent is used.")

132. Are phonodiscs always stored on edge?

YES
- Audio
- Barker THC
- Benson LAC
- Cataloging
- Fine Arts
- Library School

133. What kind of shelving is used for phonodiscs?

Book shelving
- Audio
- Benson LAC
- Cataloging ("Shelving is wide")
- Library School

Phonodisc shelving
- Fine Arts

Floor
- Barker THC ("Our collection is temporarily stored on the floor until we decide what we will do with it.")

134. Are there supports at least every four inches?

NO
- Audio ("Not nearly. Supports are standard book length--35 ft.?")
- Barker THC
- Benson LAC ("We use Princeton Files")
- Cataloging
- Fine Arts ("Every six inches")
- Library School ("Records are in albums")

135. Are discs kept in envelopes inside the slipcase or container?

YES
- Audio
- Barker THC ("They are protected only by envelopes")
- Benson LAC
- Cataloging ("If they come that way")
- Fine Arts
- Library School

136. If so, what are these envelopes made of? cellulose acetate? paper? plastic?

Paper
- Barker THC
- Cataloging
- Library School

All types
- Audio
- Benson LAC
- Fine Arts (Paper and plastic)

137. Are envelopes inserted in the slipcases so that a closed side of the envelope always faces the open side of the slipcase?

YES
- Audio ("Yes, we try...")
- Benson LAC ("Usually")
- Cataloging
- Fine Arts ("I would hope so")

138. Is each disc recorded on tape so that the disc need never be touched except to make another tape?

YES
- Audio
- Fine Arts
- Library School ("Except those in kits")

138. (continued)

NO — Barker THC ("We haven't had the money to record all the discs, nor the equipment to determine what is valuable enough to record.")
Benson LAC

139. Generally, how many slipcases are shelved per one inch?

Benson LAC 6-7
Fine Arts "Since sizes vary, as many as will fit without being pressured or lying to one side."

140. Is a turntable used to play discs? changer?

Turntable — Audio
Cataloging
Fine Arts

Changer — Benson LAC
No player — Barker THC ("Would have to go to the communication center to play.")

141. If a changer is used, how many discs are put on the changer at one time?

Benson LAC One

142. What type of stylus is used? sapphire? diamond? Other?

Diamond — Audio ("Eliptical")
Barker THC
Cataloging
Fine Arts

Do not know — Benson LAC
Library School

143. Is the stylus inspected regularly? how often? by whom? using what kind of equipment?

YES — Audio ("Monthly or weekly. Technician inspects.")
Fine Arts "(Daily. Maintenance Worker II. No equipment used.")

NO — Benson LAC
Cataloging

144. Who handles phonodiscs? staff only? users as well?

Staff only — Audio
Cataloging

Staff and users — Barker THC ("Users may make special arrangements with the archivist.")
Fine Arts
Library School

145. What precautions are taken to insure against fingerprints?

Audio: "Handling procedures. No gloves used though."
Barker THC: "Staff know how to handle discs only at the edge."
Benson LAC: "None"
Cataloging: "Handled only at edges."
Fine Arts: "There is no way one can insure against fingerprints on records that circulate."
Library School: "None."

146. Do cataloged phonodiscs ever arrive from Bibliographic Control with fingerprints?

YES — Audio
Fine Arts ("Yes, but that does not mean it occurred in the library system.")

NO — Library School ("Not to my knowledge.")

Do not know — Benson LAC

147. What percentage of your phonodiscs are made of shellac? What percentage vinyl?

Audio: "Undetermined. Guess at 99 percent vinyl."
Barker THC: "Most are probably of shellac because they are older.
Benson LAC: "Unknown"
Fine Arts: "10 pc. shellac. 90 pc. vinyl."
Library School: "Unknown"

148. Are phonodiscs examined for damage after every use?

YES — Audio ("Done by prof. technician only.")
Fine Arts ("Circulation staff is instructed to do so.")

NO — Barker THC
Benson LAC
Library School

149. Does your unit have any wax cylinders or other types of early sound recordings?

YES — Barker THC ("A small quantity. They are stored in acid free boxes with the collection materials they arrived with.")

NO — Audio
Benson LAC
Cataloging
Fine Arts ("We do have a collection of early piano rolls."
Library School

FILMSTRIPS

150. Do filmstrips circulate outside the library? If so, under what conditions?

150. (continued)

YES	Audio ("Individual circulation priveleges granted by librarian.") Barker THC ("Some of our archival collections may contain filmstrips, but they are almost never viewed unless some special arrangement is made with the archivist.") Benson LAC ("Patrons may borrow for limited time with special permission.") CDL ("Only if requested.") Per. Rm. ("Regular circulation")
NO	Library School ("Except for use in classroom.")

151. What sort of containers are filmstrips stored in? cardboard? plastic? metal?

Cardboard	CDL ("Fiberboard") Library School
Plastic	Audio
Metal	Per. Rm. ("With kits")
All of the above	Barker THC Benson LAC Cataloging

152. Does your unit have any filmstrip masters?

YES	Barker THC
NO	Audio Benson LAC Cataloging Per. Rm.
Unsure	CDL

153. How old is your filmstrip projection equipment?

Audio: 4 years old and we have added new.
Barker: Don't have any
Benson: None owned
Cataloging: No projection equipment
CDL: No equipment
Library School: 5 years or less
Per. Rm. None

154. Are filmstrips inspected regularly after every use?

NO	Audio Barker THC Benson LAC CDL Library School Per. Rm.

155. Who performs needed repairs? nature of repairs; materials used in repairs.

Audio: "Mostly tears due to equipment we had which was poorly designed. Use a Filmstrip 35mm Repair Kit."
Library School: "Media lab personnel"

MOTION PICTURES

156. Do motion pictures circulate outside the library? If so, under what conditions?

YES	Barker THC ("If a patron wants to view a film from an archival collection we would escort them to the film library after arranging to use one of the projectors there.")
	Film ("They are rented.")
NO	Library School ("Except for gorup viewing")
	Special Services

157. Are motion pictures inspected after every use and damage repaired?

YES	Film Library
	Special Services
NO	Barker THC
	Library School

158. Who repairs damage? who established the procedure? what materials are used in making repairs?

Barker THC: "No one"
Film Library: "Student employees, technical staff assistants, Technical Staff Assistant II. Supervisory staff in 1950's established the procedure. Materials: Perfix tape, hot splices, mylar tape splices."
Special Services: "L.A. I." "Splicers, splicing tape, leaders."

159. Is a motion picture cleaned and lubricated at least every six months, whether or not it has been used?

NO	Barker THC
	Film Library ("After every six uses it is cleaned. Old films that rarely circulate are washed before shipment.")
	Library School
	Special Services

160. What is used for splices? adhesive patches? tape? other?

Barker THC: "We haven't had to make any repairs."
Film Library: "See no. 158."
Special Services: "Tape."

161. Are motion pictures stored in air-tight containers?

YES	Barker THC
	Film Library
	Library School
	Special Services

162. Are containers made of metal? cardboard? plastic?

Metal	Film Library	Plastic	Special Services
	Library School		
All three	Barker THC		
	Cataloging		

163. Are motion pictures handled by staff only?

YES	Barker THC Special Services
NO	Film Library Library School

164. How old is your projection equipment?

Barker THC: "We don't have any..."
Cataloging: "None"
Film Library: "We have equipment acquired in the 1950's as well as new equipment."
Library School: "Less than five years old."
Special Services: "About six years old."

165. What percentage of your motion picture collection is on nitrate-based film?

Barker THC: "I don't know, but I'm sure we have some, particularly in our unprocessed collections."
Film Library: "None"

166. Are motion pictures stored vertically? horizontally?

Vertically	Film Library Special Services
Horizontally	Library School
Both Ways	Barker THC

VIDEORECORDINGS (TAPES, CASSETTES, DISCS)

167. Do videorecordings circulate outside the library? If so, which types, and under what conditions?

YES	Audio ("Individual Circ. priveleges.") Barker THC ("If authorized by our director, e.g. if patron makes special arrangements. This would be a rare occurrence.") Benson LAC ("See no. 105") Circulation ("Tapes and cassettes") Film ("3/4" U-Matic. Rental bais.") Public Affairs ("Videocassettes circulate rarely, usually only to a professor or loaned via the film library.")
NO	Library School ("Except to classroom for faculty") Special Services PCL Reserves

168. Who may project videorecordings? staff? users?

Both	Audio Barker THC ("Depending on the arrangement with the director") Library School Public Affairs Special Services

168. (continued)

Users	Circulation Film Library

169. Are any in-house repairs of videorecordings made?

YES	Audio (Made by technician. Repairs broken tapes due to machine malfunction or misoperation of equipment by users. Materials used are makeshift.)
NO	Benson LAC Circulation Film Library School ("Unless done by media lab personnel") Public Affairs Special Services

170. How are videorecordings stored?

Audio: On bookshelves as are all other materials.
Barker THC: Vertically in plastic cases.
Benson LAC: On edge.
Circulation: In cases.
Film Library: Horizontally on a bookshelf.
Library School: Vertically on bookshelf in own container.
Public Affairs: On book shelves, vertically.
Special Services: In plastic case and vertically in cabinet.

SLIDES

171. What kind(s) of mounts are slides in? cardboard? plastic? glass? no mounts at all?

All 3	Audio Cataloging
Carboard and plastic	Barker THC Benson LAC Circulation Film Library Per. Rm. PCL Reserves
Carboard only	Chemistry Library School
Plastic only	Documents Special Services

172. Where are slides projected? library only? outside library?

Library Only	Documents Library School PCL Reserves Special Services

172. (continued)

Outside library only	Chemistry Circulation Film Per. Rm.
Both	Audio Barker THC ("We are developing some slide programs which are shown outside.") Benson LAC

173. Are users given instructions in handling slides?

YES	Chemistry ("If needed") Special Services
NO	Audio Barker THC Benson LAC Circulation Documents Film Library School Per. Rm. PCL Reserves

174. Are users told not to project any one slide over 60 seconds at one time?

NO	Audio ("Unnecessary with low light caramate.") Barker THC Benson LAC Circulation Documents Film Library Library School Per. Rm. PCL Reserves Special Services

175. What sort of projector is used if projection takes place only in the library? May individuals use their own equipment if and when slides are projected outside of the library?

Audio: Caramates with both front and rear screen features and standard Kodak projectors. Individuals could use their own equipment.
Barker THC: Kodak carousel with a zoom lens, or a light table. B. Depending on the group of slides to be viewed.
Benson LAC: Hand-held viewer (Personal property of rare book librarian)
Chemistry: Individual may use own equipment.
Circulation: Individual may use own equipment.
Documents: Bell and Howell. Individuals may not use their own.
Film Library: Individuals may use their own.
Library School: Audio viewer (Kodak Ektagraphic 200)
Per. Rm.: Individuals must use own equipment.
PCL Reserves: Users use own equipment.
Special Services: Kodak carousel slide projector, sound/slide projector-viewer. Individuals may not use own equipment.

176. Does the blower system cool the slide after projection? Preheat it before before projection?

YES	Audio (No to preheat) Barker THC (Yes to both) Library School (Yes to both)
NO	Film Library

177. What types of containers are slides stored in? slide trays? acetate envelopes? slide trays in closed boxes? pockets in binders? other?

Audio: Slide trays in closed boxes
Barker THC: Boxes supplied by photographic processor.
Benson LAC: Pockets in binders and sleeves in books.
Cataloging: All listed.
Chemistry: Acetate envelopes, pockets in binders.
Circulation: Acetate envelopes, pockets in binders.
Documents: Slide trays.
Film: Slide trays and slide trays in closed boxes.
Library School: Slide trays in closed boxes, and pockets in binders.
Per. Rm. Pockets in binders and kits.
PCL Reserves: Pockets in binders.
Special Services: Slide frame cabinet, small cardboard or plastic cases.

178. If in pockets, what are these pockets made of? polypropylene? plastic? paper? vinyl, other? Do you know?

Benson LAC: Do not know.
Cataloging: Do not know.
Circulation: Polypropylene, plastic, vinyl.
Libray School: Do not know.
Per. Rm. Do not know.
PCL Reserves: Plastic, vinyl.

179. Who performs any needed repair of slides? Nature of repairs; materials used in repairs.

Audio: Technician. Makeshift, since no production is done, no special equipment is available.
Barker THC: No one.
Benson LAC: None made.
Documents: Special Services Department
Library School: None performed so far.
Per. Rm. None.
Special Services: L.A. I. Does change of mounts using mounts, forceps.

OTHER

180. Does your unit have any other materials which could be considered audio-visual in nature? If so, specify type, conditions of usage, storage, and repair.

Audio: Kits: Whereas all nonprint parts which make up any and all kits are covered in questionnaire, arrangement within kit varies. All pieces in ours must be maintained in individual containers or fit in particular kits which are facsimiles of individual containers.

180. (continued)

Per. Rm.: The small collection of audio/visual materials now housed in the Per. Rm. will be moved to the Reserves Unit in the summer of 1981. There is a Bell and Howell Ringmaster slide/tape machine and four slide tape shows housed in Periodicals and Microforms. These items are maintained by the Special Services Department and are not included on this questionnaire.

Public Affairs: We have a Sony TV and recorder to show the videocassettes. It's kept in a locked study room; however, the key is available to students, and both staff and students may use it. At the moment it's not working because there's no one to repair it.

Special SErvices: Transparencies--acetate; stored in cardboard boxes (horizontally) or folders (vertically) and in cabinets; used on overhead projectors and are for staff use only. No repair procedure for transparencies.

NEWSPAPERS

NEWSPAPER QUESTIONNAIRE--NARRATIVE SUMMARY

Barker, Benson and CDL are the only libraries housing large backfiles of Newspapers. The vast majority of these date from the turn of the century to the present. Because of the high acidity of newspapers, they deteriorate more rapidly than other library materials. Currently, they are protected for the most part through binding or wrapping volumes. The condition of these newspapers is not regularly inspected. A relatively small percentage of newspapers are preserved through purchasing commercially produced microfilm or filming done in-house. The hard copies of those papers which are filmed in-house are not discarded after filming. The accumulated backfiles take up a large amount of space which could be reclaimed if discarding the papers after filming were implemented.

NEWSPAPERS--PRELIMINARY RECOMMENDATIONS

1. Purchase backfiles of newspapers on commercially produced microfilm whenever possible.

2. For those backfiles of newspapers unavailable on commercially produced microfilm, General Libraries should obtain hard copy and produce a microfilm copy in-house.

3. Libraries/Units within General Libraries should keep each other informed of microfilming activities. (e.g. Barker and Benson may have duplicate newspaper holdings from towns along the Texas-Mexican border.)

4. All preservation microfilming done in-house should follow the guidelines in the publication Specifications for Microfilming Newspapers in the Library of Congress.

5. All titles of newspapers microfilmed in-house should be reported to the National Register of Microform Masters.

6. Those newspapers inherently valuable as historical objects should be identified.

7. Special preservation measures should be taken for those papers which are inherently valuable as historical objects.

8. Those newspapers which are not inherently valuable as historical objects should be discarded after they have been reproduced on microfilm.

9. A plan for microfilming all newspapers currently stored at Barker, Benson and CDL should be created to organize filming priorities.

10. Those newspapers which are awaiting microfilming should be stored horizontally on shelves wide enough to support oversize items.

11. Backfiles of newspapers need not be bound, but they should be supported on the front and back with acid-free cardboard and then wrapped in acid-free paper.

12. Photocopying of newspapers should be done only by staff who have been trained in the necessary handling procedures.

13. An organized plan for surveillance of newspaper deterioration should be established.

NEWSPAPER QUESTIONNAIRE--RESPONSE

1. Does your unit maintain collections of newspapers?

   Of the twenty-six libraries/units polled, six libraries responded affirmatively:

   Barker Texas History Center
   Benson Latin American Collection
   Collections Deposit Library
   LBJ School of Public Affairs Library
   Middle East Collection
   Periodicals and Microforms Unit
   Undergraduate Library

2. Estimate the imprint dates of your holdings.

Breakdown by Unit (percentages)

	Pre-1850	1850-1900	1900-1950	1950-
Barker	*1829-1876=10%		*1877-1979=90%	
Benson	5%	15%	55%	25%
CDL	0	25	75	0
LBJ	0	0	0	100
MEC	Retains current issues only except for 3 titles (retained on microfilm)			
Periodicals and Microforms	Retains current issues only			
UGL	Retains current issues only			

3. Amount in linear feet of shelving available for newspaper storage?
4. Amount in linear feet of loose issues?
5. Amount in linear feet of bound volumes of newspapers?
6. Amount in linear feet of newspapers added per year?
7. Estimate the percentage of issues discarded annually.

The information gathered from these five questions is summarized below.

Barker estimates a total of 1440 linear feet of shelving with 1052 linear feet currently in use. The amount of newspapers added per year is three feet. These figures would indicate more than adequate expansion shelving for years to come. However, Frances Rodgers, Assistant Archivist, states, "These figures are all misleading because they take into account only one dimension. Because of the nature of newspapers, physical properties of our shelving and the varied uses for our shelf space, it is virtually impossible to arrive at accurate figures that would truly reflect the situation."

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*Frances Rodgers, Assistant Archivist in the Newspaper Collection says that newspapers dating prior to the Civil War do not deteriorate as rapidly as those from the 20th century. She indicates that the papers from this period are in good condition.

167 feet of their holdings are loose issues wrapped together as bundles.
885 feet are bound volumes.
Barker does not discard newspapers.

Benson estimates a total of 6900 linear feet of shelving with 6290 linear feet currently in use. 200 feet are added per year and about 62 feet are discarded. These figures would indicate adequate storage for four more years.
90 feet of their holdings are loose issues.
6200 Feet are bound volumes.
Issues are not discarded unless they crumble to pieces or happen to be duplicates.

CDL assigns shelving as needed for newspaper storage. None of their newspaper holdings are stored as loose issues. Approximately 1700 feet of newspapers are bound volumes. The amount of papers added to CDL per year varies. Issues are not discarded.

The LBJ School of Public Affairs Library allows a total of 150 linear feet for shelving. 261 linear feet of loose issues are accumulated annually. However, 99.9% of these are discarded periodically. The .1% retained are stored as loose issues.

A backfile of the New York Times is stored as commercially purchased microfilm.

Periodicals and Microforms allows 269 feet of shelving for 40 feet of loose issues, all of which are discarded annually. Ira Carver, Supervisor of the unit adds this note, "The Periodicals and Microforms Unit has about six to ten newspaper titles (not dailies) that we currently retain backfile copies of. I hope to have these titles reviewed for possible retention on microfilm or disposal within six months. These issues are currently stored unbound, on shelves and we are simply ignoring them for the present. They are almost never used. I have not included these on this questionnaire. All other titles retained are on commercially produced microfilm."

UGL allows 78 linear feet of shelving for 64 linear feet of loose current issues. These are all discarded periodically, with some but not all being replaced with commercially purchased microfilm.

8. How are newspapers received into your unit?

All respondents indicated a variety of means for receiving newspapers: Bins and bags used by Library transportation, packages by U.S. mail, some are delivered by hand and others deposited through the book drop.

Are there any problems which occur regularly? (Through these means of receiving newspapers?)

Often pages are torn or are missing when received as a result of the handling.

9. What are the procedures for handling patrons' and/or staffs' reports of damaged newspapers?
Under what conditions do you replace issues?
Who decides? (position/title)
Estimate the percentage of issues replaced annually.

At Barker, damage is reported to the Assistant Archivist who keeps note and makes decisions on how to handle it. Issues are not replaced.

At Benson, badly damaged issues are replaced with photocopies or microfilm. If current issues are damaged, they are re-ordered through serials. Responsibility for replacement falls upon the librarians. They estimate that less than 1% of issues are replaced annually.

CDL does not replace issues.

LBJ and the Periodicals Unit have no procedure for handling reports of damaged newspapers. Missing issues are claimed by the Library Assistant I, but no repair is attempted. Three of four issues are replaced annually.

AT UGL, where all issues are discarded, no provisions exist for replacement of mutilated copies.

Respondents with units retaining current issues only did not need to answer beyond Question #9. For this reason information from the Periodicals Unit and UGL ceases at this point.

10. If newspapers are retained, what percentage of your backfile is stored as:

	Barker	Benson	CDL	LBJ
a. Loose issues on shelves	0	1%	0	.1%
b. Loose issues wrapped in bundles	11-15%	34%	5%?	0
c. Bound volumes	84-89%	30%	95%?	0
d. Microfilm done in-house	*	1%	0	0
e. Commercially purchased microfilm	*	2%	0	99.9%
f. Retired at Collections Deposit Library	*	0	100%	0
g. Other (describe)		32%**		

* Estimates of these percentages are not available at this time. Unique and rare holdings are currently being microfilmed in-house. Those papers among this group which are not inherently valuable will be transferred to CDL after they are filmed. As many as 60% could be transferred.

The amount of unique holdings is now being determined through thorough bibliographic searching by the Assistant Archivist.

** Loose issues tied in bundles but not wrapped

11. Who has the general responsibility in your unit for making conservation decisions (position/title)?

Barker - Assistant Archivist
Benson - Head Librarian
CDL and LBJ indicate that this question is not applicable.

12. Is staff trained in proper handling procedures?
Do you have written manuals? If so, please attach a copy.

Barker, Benson and CDL staff are trained in handling procedures. Benson expresses doubt whether the handling procedure is proper in terms of preservation measures. None of these units has a written manual.

13. Describe shelving in the storage area. Is it sufficient to support oversize? Are loose issues stored on open shelves? Are bound newspapers stored horizontally or vertically? Describe criteria for deciding. Who decides (position/title)?

Barker - "Steel shelving 15 inches deep, each unit is 3 feet wide; 6 units per range; 42 ranges used for newspapers. All newspapers are bound or bundled. Horizontal storage for all papers."

Benson - "Regular newspaper storage area has 16 inch shelving; rare newspapers are on double-faced shelving (9 inches wide each); loose issues are folded on 9 inch open shelves; bound newspapers stored horizontally. Decisions are made by BLAC Assistant Head Librarian for regular; Rare Books and Manuscripts Librarian for rare."

CDL - (incomplete response) "Newspapers are stored horizontally."

LBJ - "The storage area is part of the periodical stacks, open to the public. These are open shelves, sufficient to support oversize materials. Loose issues are stacked, horizontally. The shelver makes any rearrangements that are necessary."

14. Are newspapers easily retrieved from the storage area?

Barker and LBJ say yes.
Benson and CDL say no.

15. Describe equipment used to transport newspapers from shelving area to reading room.

All respondents said they were either hand carried or placed on a book truck.

16. Do patrons have access to the storage area of:
current issues
backfiles

Barker and CDL do not allow patrons access to backfiles. Benson does for non-rare current issues and backfiles. LBJ admits patrons to open stack storage of current issues.

17. Are patrons allowed to photocopy newspapers? If not, how can they obtain copies of articles?

Benson and LBJ do permit photocopying by patrons except for rare papers. Barker and CDL do not. Options for obtaining copies are having the Photography Department make a glossy print or the Photoduplication Unit microfilm the paper.

18. Do newspapers circulate outside the unit? If so, under what circumstances? (e.g. for exhibits, loans to other institutions, for loans to individuals, etc.)

All respondents say that newspapers circulate outside the unit for various reasons: exhibits, to Photoduplication so they can be filmed or photographed, patrons may take out selected newspapers for reproduction with special permission of a librarian during a two-hour limit; papers are loaned to other institutions; newspapers are routed to some faculty members.

19. Describe how newspapers are protected for circulation and shipment outside the library.

Bound volumes are not given additional protection. Loose issues are placed in acid-free folders which are then supported by stiff cardboard "flats".

20. Is the condition of all in-coming retrospective newspapers examined? By whom (position/title)?

The Assistant Archivist examines in-coming papers at Barker. The mail clerk checks the papers' condition at Benson. Neither CDL or LBJ check their in-coming papers.

21. Is preservation treatment then prescribed before use? To what extent? Describe.

Only Barker prescribes some treatment before use. This may be either of the following: Placing paper in a folder or encapsulation in rare instances.

22. Is there a well-established procedure for periodic examination on a regular basis?

None exists.

23. How is extent of deterioration noted? Check any or all that apply.
    examination of every item
    keeping log of notes on repairs
    random sampling techniques
    educated guess by someone who knows the collection well

Barker and Benson make an educated guess. CDL and LBJ did not indicate.

24. Is there anyone in the unit who can recognize the following forms of deterioration?
    Acid migration
    Photochemical degradation
    Water damage
    Moisture damage resulting from high humidity
    Effects of fluctuations in heat and humidity on paper
    Various types of insect damage
    Damage by rodents
    Mildew damage in its early stages
    Advanced fungus growth

The Assistant Archivist at Barker can identify all these. Librarians at Benson can identify some of them. No one at CDL or LBJ can identify any of them.

25. Is there an area in your unit for isolation of damaged materials needing minor repair or in need of major attention?

Only Benson has such an area.

26. Which of the following do you perform in-house?
    Cleaning
    Rebinding
    Deacidification
    Repair (e.g. page mending, matting, tipping in loose pages)
    Wrapping
    Boxing
    Humidification
    Polyester film encapsulation

Barker performs cleaning, repair, wrapping, humidification and polyester film encapsulation. Benson repairs, wraps and boxes. CDL wraps.

27. Are newspapers sent outside, to be restored by professional conservators?

None are.

28. What are the criteria for choosing to bind loose issues rather that taking some other preservation measure?
Who makes the decision (position/title)?

Barker - Texas Collection Library has responsibility for having loose issues of special editions bound. The Librarian decides.

Benson - uncataloged newspapers are not bound.

29. Are bindings rigid or limp?
Acid-free?
Do you know?

Barker uses both types, neither of which is acid-free.

Benson and CDL use rigid bindings which are not acid-free.

30. Do you purchase newspaper backfiles in microform as opposed to binding hard copy because of the short life of newsprint?

Barker, Benson and LBJ do.

31. What are the criteria for purchasing commercially produced microfilm or microfilming in-house? Who decides (position/title)?

Barker - "We film our unique holdings. We do not film those titles in our holdings which are available from commercial firms.

Benson - "Space, availability; decision ultimately made by Head Librarian of the BLAC based on recommendations of and consultation with other BLAC librarians"

CDL - "High use of N.Y. Times; the Head Librarian decides which newspapers to also purchase in microfilm."

32. Does in-house microfilming follow the guidelines in the publication Specifications for Microfilming Newspapers in the Library of Congress?

Barker's does "as far as possible".

Benson has their filming done through the Photoduplication Dept. Benson doesn't know if the guidelines are followed by Photoduplication.

33. Are titles of newspapers microfilmed in-house, reported to the National Register of Microform Masters?

None are.

34. Are newspapers discarded after filming? Who decides (position/title)?

None are.

MAPS

MAPS--NARRATIVE SUMMARY

Map holdings in the General Libraries are concentrated in a small percentage of units. Six units reported holdings of books containing unbound, folded maps as well as holdings of other types of maps. Four units possess books accompanied by unbound, folded maps but own no other types of maps. One unit has sheet maps but no books with unbound, folded maps.

Three of the six units owning various types of maps also catalog books containing unbound, folded maps. Two units have no map holdings of their own but do catalog books with unbound, folded maps.

Five units that receive or catalog books accompanied by unbound, folded maps invariably leave all maps folded with the book. Six units remove the maps from some books to be stored separately and leave others folded with the book. No unit always removes all maps to be stored separately.

In the six units which store some maps separately, a librarian usually decides which ones are to be removed, although in one unit a Library Assistant I may also decide. None of the units has a written policy statement for making a decision on which ones to remove. In the absence of a policy statement, the factors which generally apply are the map's size, condition, and vulnerability to loss.

Bibliographic control of the separated pieces is usually maintained by noting in the book that the accompanying map is located elsewhere. Science also uses a shelf list extension card. The Cataloging Department may catalog the map as a separate or add a note to the bibliographic record for the book.

Of the six units completing questions 4-14 (the remainder of the questionnaire), four store their sheet maps unfolded or minimally folded, while two leave theirs folded. If flattening is needed, three units weight maps down. One precedes this operation with humidification for 1-4 hours.

None of the units has a systematic program for cleaning maps, although in Barker, a dusty map may occasionally be brushed off with a sable brush.

All six units indicated some maps were left rolled either because the unit lacked the proper storage facilities or because the maps were oversize or mounted.

Geology and the PCL Map Collection repair rips, holes, or gouges with edging tape (acid-free in the Map Collection) or book tape, the repairs being made by the librarian in charge or, in the case of Geology, a clerk also. Barker and Benson do not repair but do encapsulate. None of the units undertakes any other types of repair.

Three units have some maps encapsulated in polyester film. One of the three also has a few in acetate, but no unit is using acetate currently for encapsulation. Two units are presently encapsulating a limited number of maps in polyester film.

For maps subject to heavy use, two units encapsulate, one applies edge tape, and one mounts and places the map on display.

Only four units have map drawers. These are of various sizes. Those in the PCL Map Collection have dust covers; some in Benson and Geology also have them; none of Barker's drawers have them.

One unit is already out of space, and two others will have inadequate space within five years at present collection levels. These units also indicated that up to 40% of their drawers were overcrowded. Only the PCL Map Collection reported adequate storage space for the next five years and no overcrowded drawers.

Individual maps are stored in various ways. One unit stores all of its maps severally in acid-free map folders. Another stores all of its maps loose with no protection. Two store most of their maps loose with no protection, but they also store maps severally in acid-free map folders and to a lesser extent individually in acid-free folders.

Barker and Benson use three sizes of acid-free folders manufactured by Hollinger Corporation. The PCL Map Collection uses 70 lb. Kraft paper folders from Hamilton Industries.

Patrons are permitted to retrieve all maps in four units and some maps in another. One unit indicated that its maps were not accessible "without assistance," and one does not allow patrons in the map storage area.

The PCL Map Collection is the only unit which instructs patrons in how to retrieve maps without damaging them. The orientation is given by members of its staff.

All six responding units stated that tables large enough to accommodate fully unfolded maps were available.

MAPS--PRELIMINARY RECOMMENDATIONS

1. Maps should be stored unfolded or minimally folded.

2. Appropriate equipment and supplies for flattening and/or encapsulating maps should be provided to all units housing maps.

3. All materials used for the repair and storage of maps should be those approved for long-term preservation.

4. Repairs should be undertaken only by trained technicians.

5. Adquate storage facilities should be provided.

6. Maps should be store in protective acid-free covers to minimize damage in handling.

7. Patrons and staff should be given orientation on retrieving maps so that they are not damaged.

MAPS QUESTIONNAIRE--RESPONSES

Number of questionnaires returned: 23

The following units completed the entire questionnaire: Barker, Benson, Geology, PCL - Map Collection, Public Affairs, Science.

These units answered the first page only [questions 1-3]: Architecture, Asian, Cataloging, CDL, Latin American Serials, PCL - Circulation Services, PCL - Reference Services, UGL.

These units either returned blank questionnaires or responded "No maps": Bibliography, Chemistry, Engineering, Fine Arts, HRC Cataloging, Library School, PMA, Receiving-Binding, Serials.

1. a. To your knowledge, does your unit include books containing unbound, folded maps?

YES
- Architecture
- Benson
- CDL
- Geology
- PCL - Circulation Services
  - Map Collection
  - Reference Services: "a few"
- Public Affairs
- Science
- UGL: "few - census volumes: all come pre-cataloged"

Does your unit catalog books containing unbound, folded maps?

YES
- Cataloging
- Geology
- LA Serials
- PCL - Map Collection
- Public Affairs

b. Does your unit include other types of maps? If so describe.

- Asian: "In book form (atlases)"
- Barker: "Sheet maps, including collections of maps"
- Benson: "All types"
- Geology: "Sheet maps"
- PCL - Map Collection: "Over 130,000 sheets. Topographic, political, and thematic maps. Also nautical charts, aeronautical charts, plat maps, aerial photographics, relief maps and historical maps"
- Public Affairs: "Most of our maps are in Documents. About 80% arrive folded in the document; the rest arrive separately, rolled."
- Science: "Two or three in tubes"
- UGL: "2 wall maps: 1 Austin-Travis County, 1 Texas"

2. If you received or catalog books acccompanied by unbound, folded maps, do you:

   a. Leave all maps folded with the book?

   YES Architecture
        CDL
        Geology: "Usually"
        PCL - Circulation Services
            - Map Collection
            - Reference Services
        Public Affairs: "Most of the maps we leave folded with the book"
        Science

   b. Remove all maps and store separately?

   YES Geology: "Sometimes"

   c. Remove some maps to be stored separately and leave others folded with the book as received?

   YES Benson
        Cataloging
        LA Serials: "We try to 'get guidance' from BLAC personnel"
        Public Affairs: "If any arrive in a book without pockets, we remove the map and store separately"
        Science: "We have two or three illustrations (charts) that are larger than the books. They are bound separately in temporary binding."

   d. Other?

        Public Affairs: "Some maps arrive separately, rolled. We leave these rolled and stored in Documents office."

3. If you have answered question 2.c. affirmatively:

   a. Who decides on which are removed and which are not?

        Benson: Assistant Head Librarian or Rare Books and Manuscripts Librarian
        Cataloging: Cataloger or a professional librarian
        Geology: Librarian
        LA Serials: Jane Garner, Ann Hartness-Kane
        Public Affairs: Documents Assistant, LA I; Head Librarian
        Science: Librarian

   b. Is there a written statement for making this decision?

   NO - for all respondents

   If there is no written statement, what factors generally apply?

        Benson: "Size and condition of map"
        Cataloging: "Cataloging rules, size of map"
        Geology: "If a map is too big or too thick to be bound, it is removed. If the map will be subject to removal and loss, it is treated as a separate item for special notice and handling"

Science: "Size of Piece, foldability, material"

c. When books and maps are separated, how is bibliographic control maintained?

Benson: "(1) Notation made in book in pencil that map is in BLAC map collection; (2) Maps themselves are unfolded, flattened, and stored in order by call number assigned to the book."
Cataloging: "Either separate cataloging is done or a note is added to bib record for book the map is accompanying; or map is described as accompanying material in collation"
Geology: "A note is placed in the piece indicating that the map is in a separate place."
Public Affairs: "A notice is attached to the book that the map has been removed and is stored in the Documents office."
Science: "Shelf list extension card plus notation in each of the parts 'tying' all together"

4. Are maps stored unfolded or minimally folded when they exceed the dimensions of their storage space?

YES	NO
Barker	Geology
Benson	Public Affairs
PCL - Map Collection	
Science	

If flattening is needed, describe the procedure(s) used in your unit.

Barker: "Map is placed in humidifier for 1-4 hours, then placed under pressure for up to 24 hours."
Benson: "Weight maps down. We may use books, loose metal shelves, or the metal strips used for backstops on the stack ranges. Also may press with a barely warm iron."
Geology: "Use heavy books"

Do you have a program for cleaning maps either upon arrival or periodically? If so, describe: (a) Nature of cleaning, (b) products used for cleaning, (c) Position/title of staff who perform the hands-on work.

NO - for all respondents (Barker: "Occasionally a dusty map is brushed off with sable brush")

5. Are some maps left rolled? If so, indicate reason(s):

YES
Barker: "Some maps are so large that they cannot be stored in drawers and are on paper which cannot be folded."
Benson: "oversize"
Geology: "too difficult to handle otherwise"
PCL - Map Collection: "Mounted wall maps are easier to store rolled and standing upright."
Public Affairs - "We have no storage place for unfolded, flat maps."
Science: "only way to store (no map files)"

6. If maps have rips, holes, or gouges, are these repaired in your unit?

YES	NO
Geology	Barker
PCL - Map Collection	Benson
	Public Affairs
	Science

If so, indicate: (a) Materials and methods used, (b) position/title of staff making repair.

Geology: (a) Edging tape and machine, book tape
(b) Clerk and/or librarian
PCL - Map Collection: (a) Acid-free tape applied to surfaces and edges of maps. A map edger is used.
(b) John Burlinson, Map Librarian

If you have answered "No," is anything done? If so, describe.

Barker: Yes, some maps are encapsulated
Benson: Yes, polyester encapsulation or placement in individual acid-free folder
Public Affairs: No
Science: No

Are there any other types of repairs done in your unit to maps? If so describe.

NO For all respondents

7. Do your holdings include maps encapsulated in acetate film?

YES Benson

In polyester film?

YES Barker: "Mylar"
Benson
Geology: "a few"

Are you presently encapsulated maps in acetate?

NO For all respondents

Polyester?

YES Barker: "Mylar"
Benson

If you do encapsulate, estimate the number of maps you may do per year.

Barker: "We have recently begun encapsulating, so I have no figures."
Benson: 5

8. For maps subject to heavy use, what preventive measures do you take to minimize wear and tear (e.g., lamination)?

Barker: "Encapsulation only"
Benson: "Do not laminate. Maps either encapsulated or placed in individual acid-free folders; consultation by patrons on tables capable of holding map in its protective cover; so the only major handling is taking maps from storage to reading room and back.

8. (continued)

Geology: "Edge tape applied"
PCL - Map Collection: "Heavy use maps are mounted and kept on display to minimize handling."

9. a. Does your unit use map drawer cases for storage? If so, indicate the dimensions of the individual drawers (length-width-height).

Barker: 38" x 48" x 4"
Benson: 31" x 43" x2"; 41" x 50" x 3.75"
Geology: 95 drawers, 38" x 51" x 2"; 55 drawers, 29" x 40" x2"
PCL - Map Collection: 42" x 53" x 2.5"

b. Do the drawers have dust covers?

Benson: "25 out of 114 do (22%)"
Geology: "Some do"
PCL - Map Collection: "Yes"

c. Is there an adequate number for present holdings?

YES		NO	
	Barker		Geology
	Benson		
	Geology		

For up to five years' growth at present collection levels?

YES		NO	
	PCL - Map Collection		Barker
			Benson
			Geology

10. When maps are placed in drawers, are they stored

a. Loose with no protection?

YES
Benson
Geology
PCL - Map Collection: 60%

b. Individually in acid-free separate map folders?

YES
Benson
PCL - Map Collection: 1%

c. Severally in acid-free map folders?

YES
Barker
Benson
PCL - Map Collection: 39%

d. Other?

NO For all respondents

11. If you use folders, please indicate the size(s) you use and source of supply (i.e., manufacturer).

Barker: Usually 30" x 42", occasionally 24" x 32" and 36" x 48"; Hollinger Corp.
Benson: 24" x 36", 30" x 42", 36" x 48"; Hollinger
PCL - Map Collection: 70 lb. Kraft Paper folders available from Hamilton Industries

12. Are there drawers so full that they can scarcely be opened? If so, estimate percentage of drawers which are overcrowded?

YES Barker (percentage not indicated)
Benson: 30%
Geology: 40%

13. Are patrons, including librarians from other units, permitted to retrieve maps from their place of storage?

YES	NO
Geology	Barker
PCL - Map Collection	Science: "not accessible to public without assistance.
Public Affairs	

Other

Benson: "Department of Geography map collection only; other maps are retrieved by staff only."

If so, do they receive any orientation of way(s) to do so without damaging maps? If so, who (position/title) gives orientation?

YES PCL - Map Collection: "Brief personal instruction before using maps [by] by all staff in room, J. Burlinson, Librarian; D. Dillon, B. Perez, Library Assistants I"

14. Are there tables available which are large enough to place fully unfolded maps on them so that the maps do not hang over the edge?

YES Barker
Benson: "for most"
Geology
PCL - Map Collection
Public Affairs
Science

ARCHIVES, MANUSCRIPTS, AND BROADSIDES

ARCHIVES AND MANUSCRIPTS--NARRATIVE SUMMARY

In the General Libraries, archives and manuscripts are not centralized in one location; rather, archival materials in appropriate subject areas are found in four units, the preponderance being in the two special research collections. The quantity owned varies from a small number of documents in one unit to 22,000 linear feet (or nearly four miles) in another.

Most of the documents are in relatively good physical condition, even though 85-90% of them have been produced in the post-1850 era dominated by the widespread use of short-lived acidic ground-wood paper. Less than 20% of the collection can presently be considered fragile or in an advanced state of deterioration.

Archival materials reach the units, by various means, but no regularly occurring problems have been encountered. Fumigation is rarely done before materials enter the units. Whether the physical condition of incoming documents is examined and recorded depends upon the receiving unit. No unit conducts periodic examinations of its holdings on a regular basis. The extent of deterioration of materials is essentially an educated guess by someone who knows the collection well.

The physical condition of a collection is not a consideration in determining priorities for processing collections. In fact, only 10-30% of the collections are fully protected in acid-free storage materials. The length of time needed to protect a collection from the time it is received to the time it is made available to the public varies greatly. "Closed" collections receive no preservation treatment different from that of any other collection. Before any documents are made available to the public, however, they ordinarily receive some type of preservation treatment, such as encapsulation or placement in an acid-free folder.

General responsibility for making conservation decisions in each unit rests with the Head Librarian of the unit or with the head of the section for archives and manuscripts in consultation with the Head Librarian. The number of staff members, both professional and non-professional, assigned to handle and process archival and manuscript collections ranges from one to ten. All are trained in proper physical handling procedures, although there are presently no written manuals available.

Metal staples, pins, and other fastners are removed from documents as they are processed. Substitute fastners, if used, may be paper clips or plastic fastners. Two units may mark documents in some way; e.g., adding a date or guide number in pencil, property-stamping, etc. In instances where newsprint is disintegrating or the document is vulnerable to autograph theft, photocopies may be made to be used in place of the original. Very few items (less than 10%) are ever discarded; these are usually duplicates or pages devoid of information (e.g., blank).

When a patron or staff member reports a damaged document, it is repaired if possible and/or placed in a protective cover, such as a polyester page protector or acid-free folder. Two units have written statements available for library users regarding their handling of documents, and one has a statement

in preparation. Two units do not permit patrons to photocopy documents on self-service machines, but all responding units will allow patrons to place orders for copies. Documents may circulate outside the units for exhibit purposes only. They are carefully packed for shipment.

Adequate archival storage space is needed in three of the units and approaching capacity in the fourth. Wide variations in the amount of material added annually exits. For storage, two units use regular metal bookshelving, while Architecture houses its drawings in map cases. One unit reports that its shelving is sufficient to support document boxes and that its documents are shelved horizontally. Another unit, which shelves its documents vertically (unless oversize), states that its shelving is not sufficient unless both sides of a double range are used. Both units either hand-carry document boxes to the reading room or use a book truck. In addition, one of the units has a book lift available. That unit has no difficulties retrieving document cases from storage.

All staff members responsible for retrieving and shelving archival and manuscript materials received oral orientation-demonstration on the proper manner to perform these tasks. Training is conducted by a librarian or a library assistant with supervisory responsibilities. Patrons do not have access to archival storage areas in two units; they are permitted access only to student drawings in Architecture.

Acid-free containers are available in three units for the storage of archival and manuscript documents. Only one unit is encapsulating a limited number of documents in polyester film; decisions are made by the head of the section. Acetate page protectors have been used in some instances in one unit, but this practice has been discontinued.

Wrapping and boxing are performed in two units. One of the two also performs humidification and preservation microfilming. Decisions are made by the librarian in charge of the section. No unit attempts to clean documents. In each unit, various forms of deterioration can be recognized by a staff member.

No repairs are made in responding units nor does an area exist in these units for the isolation of damaged materials needing attention.

Manuscripts or archival documents are not sent out for repair, binding, rebinding, or restoration, with the exception of one extremely valuable document sent by Benson to a professional conservator.

ARCHIVES AND MANUSCRIPTS--PRELIMINARY RECOMMENDATIONS

1. Implement a standardized method for recording the physical condition of incoming documents indicating treatment(s) needed and taken for proper preservation.

2. Study in more detail stack space needs for units housing archives and manuscripts.

3. Intensify efforts to protect documents with archivally sound measures by
   a. Identifyng and acquiring appropriate supplies for treatments such as polyester encapsulation, placing items in other acid-free containers, etc.
   b. Providing adquate clerical assistance

4. Prepare guidelines for exhibits, including packing and shipping requirements, security precautions, mounting procedures and supplies, etc.

5. Develop guidelines for preservation microfilming, photocopying (both for preservation purposes and for patron use), discarding, repairing, and restoring documents.

6. Prepare written manuals describing recommended handling, shelving, repairing, and processing techniques.

7. Implement a conservation workshop for those documents requiring more extensive treatment than is possible in the retaining unit. A professional conservator should be in charge of the facility.

ARCHIVES AND MANUSCRIPTS QUESTIONNAIRE--RESPONSES

1. Does your unit maintain collections of archives and manuscripts?

YES Architecture
Barker Texas History Center
Benson Latin American Collection
LBJ School of Public Affairs (did not answer questions 2-46)

2. Amount in linear feet of collections.

Architecture: 40 map cases
Barker: 22,000'
Benson: 1,000'

3. Estimate the percentage of your holdings produced:

	Arch.	Barker	Benson
pre-1850	0	15	10
1850-1900	17.5	25	50
1900-1950	65	40	25
19500	17.5	20	15

4. Amount in linear feet of shelving available for archival storage.

Barker: 3639.5 linear feet not in use
Benson: Total undifferentiated storage area for rare books and archives is 7600 linear feet, all of which is in use

5. Amount in linear feet of collections added annually.

Barker: 500
Benson 3-50

6. Under what conditions do you discard or destroy archival documents?

Architecture and Benson: None as yet
Barker: Generally duplicates of non-rare materials, blank sheets, material devoid of information

7. Estimate the percentage of documents discarded annually.

Barker: Probably 5-10 percent

8. By what means are archival collections received into your unit?

Architecture: Brought by donors
Barker: Trucks, mail, hand delivered by donors, picked up by staff
Benson: Mail, hand delivered, picked up by staff

Are there any problems that occur regularly?

NO All respondents

9. Describe the stages and length of time needed to protect a collection from when it is received to when it is made available to the public.

Barker: Varies dramatically from collection to collection.
Benson: On receipt, collections reviewed for contents but usually left in state as received. There is no systematic schedule for making collections ready for public use.

What preservation measures are taken for "closed" collections?

Barker: Treated the same as any other collection
Benson: No special preservation measures

10. Is staff trained in proper physical handling procedures?

YES All respondents

Do you have written manuals?

NO All respondents

11. Staff members assigned to handle and process archival and manuscript collections.

Architecture: full-time librarian who assists in locating material and arranging for reproductions.
Barker: 3 professionals, 7 classified staff members who process materials.
Benson: 1 LA II who spends 20-24 hours per week in processing activities

12. Describe shelving in the storage area.

Architecture: drawings housed in map cases
Barker: Metal shelving, double-sided
Benson: Regular book shelving

Is it sufficient to support document boxes?

YES Barker
Benson: Only when both sides of double range are used

13. Are document cases easily retrieved from the storage area?

YES Barker NO Benson

14. Describe equipment used to transport document boxes from shelving area to reading room.

Barker: Book trucks, hand carried, dumb waiter (i.e., book lift)
Benson: Hand carried, book trucks

15. Do patrons have access to the archival storage area?

Architecture: For students drawings only
Barker and Benson: No

16. Is there a written statement available for library users regarding their handling of documents?

Architecture: In preparation
Barker and Benson: Yes

17. Do staff members receive oral orientation-demonstration as to the proper manner to retrieve and shelve archival and manuscript materials?

YES Barker
Benson
Architecture: Only to LA I who has access to the collections of major importance

Who conducts the training?

Barker: Head of Archives and Manuscripts Unit; CA Supervisor
Benson: Rare Books and Manuscripts Librarian; LA II

18. What are the procedures for handling patron's and/or staff's reports of damaged documents?

Barker: Repair if possible or take other measures
Benson: Document examined by Rare Books and Manuscripts Librarian. Where necessary, document may be placed in plastic page protector or acid-free folder. Notation of damage may be placed in finding aid and/or protective cover.

19. Are patrons allowed to photocopy documents?

YES Barker: On some items. NO Architecture
Benson

If not, how can they obtain copies?

Architecture: Library sends drawings to be copied commercially at the patron's expense.
Barker and Benson: Place an order for copies

20. Do documents circulate outside the unit?

YES All respondents

Under what circumstances?

All respondents: Exhibits

21. Describe how collections/documents are protected for circulation and shipment outside the library.

Architecture: Carefully packed by the library and sent registered mail, insured
Barker: Hand delivered by staff or responsibility of outside user.
Benson: Documents placed in folders which may be inserted in folding wallets or placed between styrofoam sheets.

22. Describe the physical condition of your holdings, estimating the amount in poor condition.

Barker: 10% in advanced state of decay, 10% fragile, remainder in good shape.
Benson: Most documents in good physical condition except for some scrapbooks of clippings which are disintegrating.

23. Please indicate the amount in linear feet of your holdings which are: (2 units did not submit data in linear feet; therefore, percentages are indicated)

	Arch.	Barker	Benson
Fully protected	30% (6,500 items)	30% (6,500')	10% (100')
Partially protected	9% (2,000)	55% (12,200')	60% (600')
Unprotected	61% (13,500)	15% (3,300')	30% (300')

24. Are loose documents stored in containers so that the documents lie horizontally or vertically?

Barker: Horizontally
Benson: Vertically unless oversize

25. Is the physical condition of all in-coming collections/documents examined and recorded?

YES Barker NO Architecture
Benson: Examined but not recorded

26. Is there a well-established procedure for periodic examination on a regular basis?

NO All respondents

27. How is extent of deterioration noted?

Barker and Benson: Educated guess by someone who knows the collection well.

28. Is the physical condition of collections a consideration in determining priorities for processing collections?

NO All respondents

Who decides?

Architecture: Head Librarian
Barker: Head of Archives and Manuscripts in consultation with Head Librarian

29. Who has the general responsibility for making conservation decisions?

Architecture: Head Librarian, Architecture Librarian
Barker: Head of Archives and Manuscripts in consultation with Head Librarian
Benson: Head Librarian, usually in consultation with or on recommendation of Rare Books and Manuscripts Librarian

30. Is there anyone in the unit who can recognize the following forms of deterioration? Acid migration, Photochemical degradation, Water damage, Moisture damage resulting from high humidity, Effects of fluctuations in heat and humidity on paper, Various types of insect damage, Damage by rodents, Mildew damage in its early stages, and Advanced fungus growth.

YES Barker: Yes, for all forms
Benson: Yes, acid migration, photochemical degradation, water damage, insect damage. Possibly: moisture damage resulting from high humidity, heat and humidity fluctuations on paper, rodent damage, mildew damage in its early stages, advanced fungus growth.

31. Is there an area in your unit for isolation of damaged materials needing minor repair or in need of major attention?

NO All respondents

32. Is preservation treatment prescribed before documents are available to the public?

YES Barker: Usually for encapsulation in Mylar.

Benson: Very limited: flattening, placing in protective folder(s).

33. Are documents fumigated before they are brought into the building?

NO Architecture

Barker: Rarely
Benson: Not usually

34. Is cleaning of documents ever attempted?

NO All respondnets

35. Are acid-free containers available for storage of archival and manuscript documents?

YES All respondents

List types, sizes, and manufacturers.

Architecture: Acid-free paper folders
Barker: University Products legal-size document cases
Benson: Hollinger boxes (legal size) and file folders (legal size)

36. Are metal staples, pins, and other fastners removed from documents as they are processed?

YES All respondents

Do you substitute other fastners? If so, what?

YES Benson: Plastic fastners

NO Architecture

Barker: Sometimes paper clips are replaced by staples in routine archival collections (i.e., bureaucratic records).

37. Do you mark documents in any way? If so, please describe.

NO Architecture

Barker: We date documents in pencil as needed and if we are certain of date.

YES Benson: property stamp; also stamp symbol for collection; other identification may be added in pencil (e.g., calendar number)

38. Do you make available photocopies to be used in place of the originals? If so, what criteria apply?

Barker: We photocopy newsprint and some documents vulnerable to autograph theft.
Benson: To date, we have not had to forbid consultation of any original documents.

39. What types of repair activities of manuscripts and archival documents are undertaken in your unit?

Barker and Benson: None

Who decides what repairs are to be made?

Architecture: Curatorial intern who was cataloging the drawings made recommendations on repairs needed.

40. Do you use polyester encapsulation? If so, indicate approximate percentage of documents so stored. Who decides which documents require encapsulation?

Architecture: As further processing is undertaken, encapsulation will be recommended by cataloger.
Barker: Yes, very small amount. Head of Archives and Manuscripts decides.
Benson: So far, not for manuscripts.

41. Do you use acetate page protectors? If so, indicate the approximate percentage of documents so stored. What criteria are used?

YES Benson: Yes, less than 10% (to be superseded) NO Barker

Who decides?

Benson: LA II or Rare Books and Manuscripts Librarian.

42. Do you use polyester page protectors? If so, indicate the approximate percentage of documents so stored. Who decides? What criteria are used?

NO Barker
Benson

43. Which of the following do you perform in-house? Rebinding, Deacidification, Wrapping, Boxing, Humidification, Preservation microfilming. Who decides? (Position/title)

Barker: Wrapping, boxing, humidification, preservation microfilming
Benson: Wrapping, boxing

Who decides?

Barker: Head of Archives and Manuscripts Unit in consultation with Head Librarian
Benson: Rare Books and Manuscripts Librarian

44. Do you send manuscripts or archival documents out of your unit for repair?

NO All respondents

45. Do you send manuscripts or archival documents for binding or rebinding?

NO Barker
Benson

46. Are documents sent outside, to be restored by professional conservators? If so, under what circumstances and how often?

Architecture and Barker: No
Benson: Yes, but only when document is of utmost research value and in such poor physical condition that using it will result in its destruction. In past six years, only one document sent out.

47. (optional) Please indicate any other statements you would care to make regarding the preservation of the manuscript and archival collections.

Architecture: There are about 22,000 items in the Architectural Drawings Collection. About 6,500 items in the Ayers & Ayers Collection have been cataloged, as have 2,000 student drawings. They are housed in 40 map cases. We have requested 26-60 more drawers to store these drawings as they are processed. The cataloging was done by a Curatorial Intern over a period of eight months. We do not know if this position will be filled in the Fall.

Barker: As the largest archive/mss. collection in the Southwest (and among the top 5 in U.S.) with over 4 miles of paper to preserve and service, Barker is faced with unusual conservation problems. Our number one problem is our inability to carry out mass deacidification, followed (no. 2) by a lack of fumigation capability. Also, our collection has existed since the 1890's. We have several collections that were "processed" by amateurs during the 1920-1960 era and are not up to professional standards.

47. (cont.) Public Affairs: The library has received some very recent file materials from Policy Projects and from government bodies. We do not have facilities adapted to safeguard valuable manuscripts and are therefore not soliciting them at the present time.

ENVIRONMENT

ENVIRONMENTAL CONDITIONS AND CONTROLS (PART I) -- NARRATIVE SUMMARY

A majority of library units have some form of water leakage. In certain units, such as CDL, Chemistry, Classics and Film, this leakage is sometimes extensive. In addition to making the room very humid, there is also the potential threat of water damage to library materials. Only Architecture, Geology and PMA have reported no evidence of leakage.

About half of all units use an attic, basement or storeroom. All but three of these reported that the areas are cluttered and/or dirty. Basements in use are for the most part dry. Four units report some evidence of insects, rodents or mold: CDL, Film, PCL and UGL. The PCL map room is the only area in that building which houses library materials and which occasionally has insects (roaches) in it.

All but three libraries at least occasionally show wide variances in temperature. The three libraries which appear to have the widest temperature variance (from unusually warm to unusually cold) are Engineering, Public Affairs and UGL. Science is reported to be unusually warm. BLAC is reported to be unusually cold. Half of all units reported that the relative humidity varies widely. No library unit monitors and records temperature and humidity conditions.

Thermostats almost without exception cannot be adjusted by library staff. The advantage to this setup is that it means that no unauthorized individuals can adjust it. The disadvantage is that improper conditions cannot be easily rectified. This is for the most part also the case with windows, as most cannot be opened without special tools or keys. Staff in the older library units (Architecture, Asian/MEC, Science, Classics and Film) can open windows.

All but three library units derive all or the substantial portion of their lighting from fluorescent tubes. Respondents either did not know if ultraviolet filtration was provided or replied that it was not. Ultraviolet light can cause the fading of printed text.

The three library units that have a large percentage of incandescent lighting are Architecture (20%), Asian/MEC (100%), and Science (82%). These three leave lights on during all the hours that the library is open even when stack areas are not in use. There is considerable heat buildup caused by incandescent lights and this can cause damage to library materials.

The Film and Public Affairs libraries seem to have the worst housekeeping situation in library units. Asian/MEC and Engineering also report that their units are dirty. CDL stack areas are not adequately cleaned and UGL staff reports that the library is "very dusty."

Dusting seems to be that housekeeping activity which is least often done. The only libraries which routinely dust or vacuum books on shelves (i.e., annually) are Classics and PMA. Other libraries which have dusted books are Geology and UGL. This dusting or vacuuming of books on shelves is performed by library staff. In no instance is a book taken off the shelf and vacuumed individually.

The Public Affairs Library does not feel its housekeeping is adequate. Architecture on the other hand feels that its custodial service is "exceptionally good."

Book security is provided or will be provided to some degree or another by 3M systems or monitors for all but four library units. Security is not provided in Architecture for all hours that the library is open. CDL and Film do not have any monitors; however at least in the case of the Film Library this is unnecessary (films are not directly accessible by patrons).

Only Barker, Geology, BLAC and PMA regularly inspect shelving equipment to spot unsafe bracing systems or loading conditions. PMA's practice probably began as a reaction to the range that fell in the fall of 1980.

ENVIRONMENTAL CONDITIONS AND CONTROLS -- PRELIMINARY RECOMMENDATIONS

1. Architectural or landscaping changes should be made in the Collections Deposit, Chemistry, Classics and Film library facilities in order to protect library materials from possible water damage.

2. Extermination efforts in CDL, Film Library, PCL and UGL should be intensified.

3. The library should purchase equipment for the monitoring and recording of temperature and relative humidity. A hygrothermograph and a battery operated psychrometer are recommended for this purpose.

4. Temperature and relative humidity conditions should be most carefully monitored in Benson, Barker and Z Collection (because they house rare materials) and in Engineering, Public Affairs, UGL and Science because these five units reported problems with these conditions.

5. Air conditioning and heating systems should be corrected, as is feasible, to provide as best as possible stable temperature and humidity conditions. The exact levels maintained must preserve library materials without hampering creature comfort.

6. Library units with fluorescent lighting in bookstack areas should be provided first for Benson, Barker and Z Collection and later for all library units with some means of filtering the ultraviolet rays which these lights emit. UV filtering sleeves are recommended for this purpose.

7. Libraries with incandescent lighting in bookstack areas should make sure that lights are turned off in stack areas when they are not in use. Timed switches would be the preferred means for doing this; however, staff members could be instructed to once each hour tour stack areas and turn off incandescent lights which are not being used. The committee understands that there may be some personal safety arguments against turning off all lights.

8. Investigation should be made regarding the possibility of replacing incandescent lighting fixtures with fluorescent ones.

9. Housekeeping in Film and Public Affairs libraries primarily and in the Asian/MEC and Engineering libraries secondarily should be improved.

10. UGL and CDL should be regularly dusted, as should all library units.

11. All libraries should on an annual basis have the volumes on their shelves vacuumed or dusted. It is recommended that hand vacuums be purchased for this purpose.

12. Adequate book security should be provided in all units.

13. All units should regularly inspect shelving equipment to spot unsafe bracing systems or loading conditions.

ENVIRONMENTAL CONDITIONS AND CONTROLS (PART 1) -- RESPONSE

1. through 3.

Library	Building Name	Date Building Opened	Date Library Moved In
Architecture	Battle Hall	1911	1973
Asian and MEC	Main	1930's	1978
Barker	Sid Richardson	1971	1971
CDL	CDL	1968	1968
Chemistry	Welch Hall	1978	1978
Classics	Waggener	1931	1966
Engineering	Cockrell	1974	1974
Film	Education Annex	1937	1978
Fine Arts	Fine Arts	1979	1979
Geology	Geology	1964	1967
LAC	Sid Richardson	1971	1970-71
PCL	PCL	1977	1977
PMA	Robert Lee Moore	1972	1972
Public Affairs	Sid Richardson	1970	1970
Science	Main	1930's	1978
Undergraduate	Academic Center	1963	1963

4. Library is sole, major, minor occupant of the building.

SOLE	MAJOR	MINOR
PCL	Architecture	Asian and MEC
	Barker	Chemistry
	CDL	Classics
	Fine Arts	Engineering
	LAC	Film
	Public Affairs	Geology
	UGL	PMA
		Science

5. Do the roof and walls leak?

YES	NO
Asian and MEC	Architecture
Barker	Classics
CDL	Geology
Chemistry	PMA
Engineering	Public Affairs
Film	
Fine Arts	
LAC	
Science	
UGL	

Science: The only known leakage was during June '81 rains (since Science has occupied this space.)

6. Does water accumulate on the roof?

YES	NO
Asian and MEC	Architecture
Barker	Film

6. (Continued)

YES		NO	
	Chemistry		PCL
	Engineering		PMA
	Fine Arts		
	Geology		
	LAC		
	Science		
	UGL		

Classics: don't know
Public Affairs: don't know

7. Are there other conditions that result in flooding or water leakage?

YES		NO	
	Chemistry		Architecture
	Classics		Barker
	Film		Geology
	UGL		PMA
	PCL		

Asian and MEC: don't know
Barker: Roof is scheduled to be repaired
CDL: Building has poor drainage of surrounding landscape.
Classics: Drainage at back of building not sufficient to handle runoff when there is a heavy rain. Water comes in back door of building.
Engineering: Windows leak
Fine Arts: Have had some leakage in skylights in past, none recently.
Geology: Some laboratories have high water use with potential leakage.
LAC: don't know
PCL: Some earlier problems resulting in leaks down one wall of 1.300 have been corrected. Conditions are now good, but same room has a small but persistent leak through ceiling, active during heavy rains.
Public Affairs: There have been unexplained leaks in plumbing & pipes in building, but not thus far in the library sections.
Science: Unknown

8. Do you have an attic, basement and/or storeroom(s) which you use?

YES		NO	
	Architecture		Asian and MEC
	Barker		Chemistry
	CDL		Classics
	Film		Engineering
	Geology		Fine Arts
	PMA		LAC
	Public Affairs		PCL (not normally used for library materials)
	UGL		Science

9. What is/are the conditions of same?

CLEAN		CLUTTERED AND DIRTY	
	PCL		Barker
	PMA		CDL
	UGL		Film
			Geology
			Public Affairs

CDL: Cluttered, not dirty.
Public Affairs: Cluttered.

10. Is the basement dry, damp, or wet?

DRY	DAMP
Barker	Film
CDL	
PCL	
Public Affairs	
UGL	

Film: Wet, when it rains a lot.

Is there any evidence of insects, rodents, mold?

NO	YES
Architecture	CDL
Asian and MEC	Film
	PCL
	UGL

Barker: Some insect presence
CDL: Many insects (silverfish and roaches).
Geology: Generally dry; some insects.
PCL: Roaches have been a continuing problem in Staff Lounge and Refreshments area and sometimes found in other areas, especially the adjacent Map Room.

11. Does the temperature appear to vary widely in your library?

YES	NO
Architecture	Asian and MEC
Barker	Geology
CDL	PCL
Chemistry	
Classics	
Engineering	
Film	
Fine Arts	
LAC	
PMA	
Public Affairs	
Science	
UGL	

Chemistry: At times.
Public Affairs: Especially in processing rooms and enclosed offices.
Science: In different parts of the library.

12. Is your library perceived by staff and users as being unusually warm?

YES	NO	SOMETIMES
Engineering	Architecture	Barker
Public Affairs	Asian and MEC	Film
Science	Chemistry	Fine Arts
UGL	Classics	PCL (rarely)
	Geology	
	LAC	
	PMA	

13. Unusually cold?

YES	NO	SOMETIMES
Engineering	Architecture	Barker
LAC	Asian and MEC	Fine Arts
Public Affairs	Chemistry	PCL
UGL	Classics	
	Geology	
	PMA	

Geology: Some notice during change of seasons.
Public Affairs: We have had complaints both ways [warm and cold].
Science: Unusually cold in librarian's office.

14. Does the relative humidity appear to vary widely in your library?

YES	NO
CDL	Architecture
Chemistry	Barker
Classics	Engineering
Film	Fine Arts
LAC	Geology
PMA	PCL with exception of areas near loading dock (Receiving & Binding)
Public Affairs	
UGL	

Science: Not perceived

15. Is there regular monitoring and recording of temperature and relative humidity (e.g., by use of hygrothermographs) in the various areas of the library?

NO
Architecture
Barker
CDL
Chemistry
Classics
Engineering
Film
Fine Arts
Geology
LAC
PCL
Public Affairs
PMA
UGL

16. If so, describe the methods and/or equipment used.

Barker: Hygrothermograph on order.

17. Can thermostats be adjusted, and are they adjusted, by library staff to regulate temperature?

YES	NO
LAC	Architecture
	Barker
	CDL
	Chemistry
	Engineering
	Film

17. (continued)

NO	Fine Arts
	Geology
	PMA
	Public Affairs
	Science
	UGL

Asian and MEC: Occasionally.
Classics: Some can.
Public Affairs: No; we must call Buildings and Grounds.
PCL: Thermostats are covered with the intent that they are to be adjusted only by utilities staff. In fact some are occasionally adjusted by library staff and the public.

18. Can windows in your library be opened without special tools or keys?

YES	Architecture	NO	Barker
	Asian and MEC		CDL
	Classics		Chemistry
	Film		Engineering
	Science		Geology
			LAC
			PCL
			PMA
			Public Affairs
			UGL

Fine Arts: Four fire safety windows can, but all others cannot.

19. What types of artificial light sources are used in bookstack areas?

	INCANDESCENT	FLUORESCENT
Architecture	20 per cent	80 per cent
Asian and MEC	100	
Barker	1	99
CDL		95-100
Chemistry		100
Classics		100
Engineering	3	97
Film		100
Fine Arts	5	95
Geology		ca. 90
LAC		100
PCL		100
PMA		100
Public Affairs		ca. 75
Science	82	18
UGL		100

20. Is ultraviolet filtration provided for fluorescent lights? by UV-filtered tubes? by UV-filtering shields over tubes?

Barker: UV-filtering shields in exhibit cases only. (in planning)
Respondents for the most part did not know, or replied that there was no filtering.

21. For units with incandescent lighting in stack areas, are lights left on in bookstack areas when neither staff nor users are shelving or retrieving books?

YES	NO	
Architecture	Asian and MEC	
Science	Classics	
	Fine Arts	

22. Are stack areas exposed to natural light?

YES	NO	SOME
Engineering	Architecture	Asian and MEC
Film	Barker	CDL
PCL (about 25 ft. away)	LAC	Chemistry
PMA		Classics
Public Affairs		Fine Arts
		Geology
		Science
		UGL

23. What is the number of windows?

Architecture: 16 sets
Asian and MEC: 70?
Barker: No stacks have windows
Chemistry: One wall is picture window.
Classics: 12
Engineering: 45
Film: 4
Fine Arts: Numerous
Geology: 41
PCL: 222
PMA: 31
Public Affairs: 17
Science: 49
UGL: 32

24. What direction(s) do they face?

Architecture: N S E
Asian and MEC: all
Chemistry: W
Classics: E S W
Engineering: N E
Film: E
Fine Arts: all
Geology: N S E
PCL: N NE SE S SW NW
PMA: N S
Public Affairs: N E
Science: all
UGL: N E

25. Are there any skylights?

YES
Architecture
Fine Arts

All other respondents replied no.

26. Are there any glass doors?

YES	NO
Architecture	Asian and MEC
Barker	Chemistry
CDL	Geology
Engineering	LAC
Film	
Fine Arts	
PCL	
PMA	
Public Affairs	
UGL	

27. What is the approximate area of windows relative to opaque walls in bookstack areas?

Architecture: 70 per cent windows in reading room; 10 per cent in stack areas?
Asian and MEC: Not sure
Barker: No windows
CDL: Very small
Chemistry: 15-18 per cent
Classics: 25 per cent
Engineering: 20 per cent
Film: 25 per cent
Fine Arts: Varies
Geology: Less than 5 per cent
PCL: ca. 30 per cent windows, 70 per cent opaque walls.
PMA: 30 per cent
Public Affairs: 40 per cent on sides with windows
Science: 25 per cent
UGL: Two walls are windows

28. Is the housekeeping situation in general clean, dirty, or cluttered?

CLEAN	DIRTY	CLUTTERED
Barker	Asian and MEC	Public Affairs
CDL	Engineering	
Chemistry	Film	
Geology	Public Affairs	
LAC		
PCL		
PMA		
Science		

CDL: [Dusty]
Classics: It's not clean but certainly wouldn't be considered dirty. The building is old.
Engineering: Moderately dirty.
Public Affairs: Cluttered in processing area.
UGL: It is not truly dirty, but it is not spotless. Very dusty.

29. What is the frequency with which the following operations are performed; who (library staff or custodial staff) performs the tasks; and by whom (library or custodial staff) are they supervised? If a task is not performed, please indicate.

29. (continued)

LIBRARY	FREQUENCY	PERFORMED BY	SUPERVISED BY
Dusting shelves in empty bookstacks			
Architecture	weekly	custodian	custodian
Barker	infrequently		
CDL	seldom	custodian	
Chemistry	rare	custodian	
Engineering	never		
Film	never		
Fine Arts	once a month?	custodian	custodian
Geology	very infrequently	custodian	
LAC	every 2 weeks	custodian	custodian
PCL	weekly	custodian	custodial super.
PMA	annual	library staff	library staff
Public Affairs	not done		
Science	as needed	various	
UGL	seldom	custodian	Buildings & Grounds
Dusting or vacuuming books on shelves			
Barker	never		
CDL	not done		
Chemistry	rare	custodian	
Classics	every year or so	library staff	B. Dawson
Engineering	never		
Geology	very infrequently	library	librarian
LAC		no one	
PCL	not done		
PMA	annual	library staff	library staff
Public Affairs	not done		
Science	never done		
UGL	every 5 years or so	library staff	library staff
Removing books from shelves, vacuuming books individually, cleaning shelves with formalin solution			
Barker	never		
CDL	not done		
Chemistry	never		
Engineering	never		
Geology	never		
LAC	not done		
Public Affairs	not done		
PCL	not done		
PMA	not done		
UGL	never		

29. (continued)

LIBRARY	FREQUENCY	PERFORMED BY	SUPERVISED BY
Floor maintenance : bookstack aisles			
Architecture			
Routine	daily	custodian	custodian
Comprehensive	as needed	custodian	custodian
Asian and MEC			
Routine		custodial staff	physical plants
Barker			
Routine	daily	custodian	
Comprehensive	monthly	custodian	
CDL			
Routine	infrequent	custodian	
Comprehensive	seldom		
Chemistry			
Routine	daily	custodian	
Comprehensive	once a semester	custodian	
Classics			
Routine	3 times a week		
Comprehensive	twice yearly		
Engineering			
Routine	unknown		
Comprehensive	never		
Film			
Routine	semi-annually	custodian	Buildings & Grounds
Comprehensive	never	custodian	Buildings & Grounds
Fine Arts			
Routine	daily	custodian	custodian super.
Geology			
Routine	frequent	custodian	custodian
Comprehensive	infrequent	custodian	custodian
LAC			
Routine	every 2 weeks	custodian	custodian
Comprehensive		no one	
PCL*			
Routine	weekly	custodian	custodial super.
Comprehensive	as needed	custodian	custodial super.
PMA			
Routine	daily	custodian	custodian
Public Affairs			
Routine	5-6 days a week	custodian	custodian
Comprehensive	once in 2 years	custodian	custodian
Science			
Routine	daily	various	
Comprehensive	as needed	various	
Undergraduate			
Routine	daily	custodian	Buildings & Grounds
Comprehensive	1-2 times a year	custodian	Buildings & Grounds

*See Endnote

29. (continued)

LIBRARY	FREQUENCY	PERFORMED BY	SUPERVISED BY
Floor maintenance : reading areas			
Architecture			
Routine	daily	custodian	custodian
Comprehensive	as needed	custodian	custodian
Asian and MEC			
Routine		custodian	Physical Plant
Barker			
Routine	daily	custodian	
Comprehensive	monthly	custodian	
CDL			
Routine	frequent	custodian	
Chemistry			
Routine	daily	custodian	
Comprehensive	once a semester	custodian	
Classics			
Routine	3 times a week		
Comprehensive	twice yearly		
Engineering			
Routine	once every 2 weeks	housekeeping	
Comprehensive	once a year	housekeeping	
Film			
Routine	semi-annually	custodian	Buildings & Grounds
Comprehensive	never	custodian	Buildings & Grounds
Fine Arts			
Routine	daily	custodian	custodian super.
Comprehensive	never		
Geology			
Routine	frequent	custodian	custodian
Comprehensive	infrequent	custodian	custodian
LAC			
Routine	vacuumed twice wk.	custodian	custodian
Comprehensive	weekly	custodian	custodian
PCL			
Routine	weekly	custodian	custodian super.
Comprehensive	as needed	custodian	custodian super.
PMA			
Routine	daily	custodian	custodian
Public Affairs			
Routine	five days a wk	custodian	custodian
Comprehensive	never		
Science			
Routine	daily	various	
Comprehensive	as needed	various	
Undergraduate			
Routine	daily	custodian	Buildings & Grounds
Comprehensive	1-2 times a year	custodian	Buildings & Grounds

29. (continued)

LIBRARY	FREQUENCY	PERFORMED BY	SUPERVISED BY
Floor maintenance : processing and office areas			
Architecture			
Routine	daily	custodian	custodian
Comprehensive	as needed	custodian	custodian
Asian and MEC			
Routine		custodian	Physical Plant
Barker			
Routine	daily	custodian	
Comprehensive	monthly	custodian	
CDL			
Routine	frequent	custodian	
Chemistry			
Routine	daily	custodian	
Comprehensive	once a semester	custodian	
Classics			
Routine	3 times a week		
Comprehensive	twice yearly		
Engineering			
Comprehensive	never		
Film			
Routine	semi-annually	custodian	Buildings & Grounds
Comprehensive	never	custodian	Buildings & Grounds
Fine Arts			
Routine	daily	custodian	custodian
Geology			
Routine	frequent	custodian	custodian
Comprehensive	infrequent	custodian	custodian
LAC			
Routine	vacuumed twice week	custodian	custodian
Comprehensive	weekly	custodian	custodian
PCL			
Routine	weekly	custodian	custodial super.
Comprehensive	as needed	custodian	custodial super.
PMA			
Routine	daily	custodian	custodian
Public Affairs			
Routine	once a month?	custodian	custodian
Science			
Routine	daily	various	
Comprehensive	as needed	various	
Undergraduate			
Routine	daily	custodian	Buildings & Grounds
Comprehensive	1-2 times a year	custodian	Buildings & Grounds

Architecture: The custodial service is exceptionally good.
Film: Routine cleaning in this building consists of dumping the trash. By your definition of routine cleaning, I would say it gets cleaned semi-annually.
Fine Arts pointed out that supervision implied some input by the library.
Public Affairs: The vacuums used are totally ineffective, carpet has never been shampooed, occasional dusting is done with water-wetted rags. Vinyl floors are buffed, but corners can't be reached with equipment used. Storerooms are seldom touched.

30. Describe types of floor covering in bookstack areas and where each is used (e.g., carpeting, concrete, tile, terrazzo, wood, etc.)

Architecture: In the stack areas the floors are all carpeted with metal or marble under the carpet. In the reading room the floors are tiled.
Asian and MEC: Concrete
Barker: Tile (linoleum) on all floors; concrete in basement.
CDL: Concrete
Chemistry: Carpeting in all book stack areas.
Classics: Oak flooring in all areas
Engineering: Tile
Film: Wooden blocks in film room; tile in preview room, carpet in coordinator's office.
Fine Arts: Carpeting in all areas.
Geology: Tile in all book stack areas
LAC: Concrete
PCL: Stack areas are carpeted throughout.
PMA: All
Public Affairs: Vinyl tile throughout.
Science: Concrete on 4th through 5th stack levels; rubber tiles in lobby, reading room, and reserves.
Undergraduate: Tile; to be carpeted.

31. What kind of book theft detection system is in use?

Barker: Closed stacks; staff monitors.
Chemistry: 3M system awaiting installation.
Engineering: 3M
Film: Films not in public area.
Fine Arts: 3M
Geology: 3M to be installed this year.
LAC: Library employee exit control desk.
PCL: 3M
PMA: 3M
Public Affairs: 3M
Science: 3M
Undergraduate: 3M

All other units either said none or did not respond.

32. If there is no electronic theft detection system, are there exit monitors or guards?

YES	Asian and MEC	NO	Architecture
	Barker		CDL
	LAC		Film
	PCL & UGL have guards in addition to 3M		Geology

33. If there is a monitor or guard, is he/she on duty for all hours that the library is open?

YES	Barker	NO	Architecture
	LAC		CDL
	PCL		Chemistry
	Undergraduate		

Asian and MEC: No special staff provided for this purpose. Our circulation and information desk people partly monitor the exits, while doing their other duties, such as charging out books, giving information or typing and filing.
Public Affairs: No security for microforms, little for documents and none for unbound pamphlets.

34. Is equipment inspected regularly to spot unsafe (loose or disconnected) bracing systems or unsafe (unbalanced) loading conditions?

YES	Barker	NO	Asian and MEC
	Geology		CDL
	LAC		Chemistry
	PMA		Classics
			Engineering
			Film
			Fine Arts
			PCL
			Public Affairs
			Science
			Undergraduate

Note on question 29:

*Floor maintenance differs more by type of floor (carpet or vinyl asbestos tile) than by whether the area is bookstacks, reader area, or office/processing space. Each custodian is assigned a specific area.

Carpet: Some vacuuming is done each day, so that the custodian's entire area is covered each week. High traffic areas such as elevator lobbies, the carpeted part of the central stair, and Level 2 main lobby are vacuumed each night (Mon-Fri). More thorough cleaning is not on a regular schedule but is done as needs are noticed. Minor shampooing and spot cleaning are often done by PCL custodial staff; shampooing of large areas by special Buildings Services carpet crew, who also do other carpet maintenance work.

Vinyl asbestos tile (chiefly on Level 1): Swept and mopped daily; buffed every two weeks (every week in Refreshments and Staff Lounge).

The dusting of shelves in empty bookstacks, like the vacuuming of carpet, is a matter of covering the entire assigned area once a week.

A P P E N D I X

The Survey Instruments

THE UNIVERSITY OF TEXAS AT AUSTIN

THE GENERAL LIBRARIES

BOOKS AND SERIALS QUESTIONNAIRE

Library Unit _____ Date _____

Name(s) of Respondent(s) _____ Position(s) _____

Please answer the following questions as completely as possible. Use "n/a" if a question does not apply to your unit.

General

1. Estimate the imprint dates of your holdings.

pre-1850	_____% of collection
1850-1900	_____% of collection
1900-1950	_____% of collection
1950-	_____% of collection

2. Size of holdings (in volumes): _____

3. What type of book supports (e.g., book ends) are used? _____

4. Does your unit have a written disaster plan? _____ If so, please attach a copy.

5. Does your unit have any in-house preservation manuals (e.g., binding, pre-binding, repair)? _____ If so, attach copies.

6. Is one or more of the following functions performed in-house in your unit: preservation microfilming, deacidification, encapsulation, etc.? _____

Which treatments are undertaken? _____

Number and level of staff involved (fte): _____ Experience of each: _____

_____

_____

Handling

7. How are library materials received into your unit? (Check as many as apply.)

Books and Bound Serials		Unbound Serials
_____	on booktrucks	_____
_____	in wooden boxes	_____
_____	in cardboard cartons	_____
_____	in canvas or plastic hampers	_____
_____	other (specify)	_____

8. How do you send library materials to other units?(Check as many as apply.)

Books and Bound Serials		Unbound Serials
_____	on booktrucks	_____
_____	in wooden boxes	_____
_____	in cardboard cartons	_____
_____	in canvas or plastic hampers	_____
_____	other (specify)	_____

9. When materials are unpacked in your unit, are there any handling problems that regularly occur? _____

10. What is done when a damaged (i.e. through shipment or handling) or defective (i.e. improperly produced) book is discovered before the book is cataloged, marked and plated? _____

_____

11. Does a RUSH designation affect what is done? _____ Explain. _____

_____

_____

What is the position and title of the individual who decides? _____

_____

_____

12. What is done when a damaged or defective book is discovered after it has been cataloged, marked and plated? _____

_____

_____

What is the position and title of the individual who decides? _____

_____

_____

13. Are there any "problem" categories of books where there is high incidence of poor condition? _____

_____

_____

14. What handling problems do special types of materials present, e.g., music scores, pamphlets, other unbound materials? _____

_____

_____

15. Do you perform any end-processing of materials in your unit (such as edge stamping, binding, coding, labelling, etc.)? _____ If so, describe them _____

_____

16. What type of materials do you use in this end-processing function (e.g., staples, cardboard, string, end sheets, felt-tip markers, glue)? Please be as specific as possible, indicating brand names whenever you can. _____

_____

17. Which of these materials are known to be non-acidic? _____

18. Is security stripping done in your unit? _____When the security strip cannot be placed in the book without damaging the spine, what is done? _____

_____

19. Does your unit have a circulation desk? _____ How are materials returned (e.g., placed on carts, in book drops, etc.)? _____

20. Are materials removed from return areas regularly enough to prevent damage? _____

21. Does your unit have a book drop for use by patrons after hours? _____ If so, describe its design _____

22. Is this drop available for use during the hours that your unit is open to the public? _____

23. How are unbound serials shelved in your unit (check as many as apply)?

horizontally on shelves _____
vertically in Princeton files _____
vertically between bookends _____
other (specify) _____

24. When is material cataloged and sent to your unit unbound, and what preservation problems, if any, does this cause? _____

_____

25. Will these materials become part of the permanent collection? _____ If so, will they eventually be bound? _____ If not bound, how will they be protected? _____

_____

26. Are personnel who shelve materials on conventional shelving or book trucks, given instruction on how a book should be removed or returned to the shelf? _____ Is there a training manual? _____ If so, please attach a copy.

27. Are shifts of materials on the shelf done routinely or on a special project basis only? _____ What is the position/title of the individual(s) who makes the decision to shift? _____

28. Are patrons expected to reshelve books, bound serials and unbound serials? _____ If not, do you have signs in stack areas which instruct them not to reshelve? _____

29. Are books routinely dusted? _____

30. Are leather bindings oiled? _____

31. Are shelves routinely reviewed for books needing repair? _____ How often is this done? _____

32. Are new materials inspected for insect infestation? _____ If so, what protective measures are taken for materials identified as being insect infested? _____

_____

_____

Binding

33. Who makes binding decisions (i.e., whether to bind and type of binding) in your unit (Position and Title)? _____

_____

34. How are serials prepared for shipment to bindery prep? _____

_____

Rebinding and Repair

35. Who in your unit identifies or is most likely to identify materials needing rebinding or repair? (Position and Title) _____

36. Are materials so identified, reviewed as to brittleness, usefulness, value? _____

By whom? (Position and Title) _____

37. What procedures are followed to determine whether or not a book should be rebound, repaired or replaced (i.e., by purchase or photoreproduction)? _____

_____

_____

_____

38. What is done if a book cannot be rebound, repaired or replaced? _____

_____

39. Does any mending, rebinding or repairing take place in your unit? _____

If so, who does it (Position and Title)? _____

40. What supplies and/or tools are used? _____

41. What kinds of repairs are done in your unit (e.g., taping of spines, tipping in pages, etc.)? Please be as specific as possible. _____

_____

_____

42. What kind of training is given to staff involved in these repairs? _____

_____

_____

43. Do untrained personnel have access to tapes, glues, etc., where they attempt to repair at will? _____

44. How are books damaged by water treated? _____

_____

45. By fire? _____

_____

46. By mildew or mold? _____

_____

47. If a serial issue is damaged or defective, what is done? _____

_____

48. Additional comments? _____

_____

_____

_____

Please return questionnaire by April 13, 1981, to Jane Garner, Benson Latin American Collection, SRH 1.108

THE UNIVERSITY OF TEXAS AT AUSTIN

THE GENERAL LIBRARIES

AUDIOVISUAL QUESTIONNAIRE

Library Unit _____ Date _____

Name(s) of Respondent(s) _____ Position(s)_____

General

1. Is audiovisual equipment covered when not in use?
2. Is there a regular procedure for cleaning equipment?
3. Is the procedure one suggested by the manufacturer?
4. Do you have the manufacturers' instruction manuals for equipment in your unit?
5. Who cleans audiovisual and microform equipment? (positions/titles)
6. Who repairs audiovisual and microform equipment? (positions/titles)
7. What training has your staff had in the care of audiovisual and microform equipment?
8. Are audiovisual materials ever exposed for any extended length of time to direct sunlight?
9. Are materials used in areas of reduced light?
10. Are audiovisual materials and microforms stored in cabinets or other containers which are exposed to direct sunlight? reflected sunlight? other heat sources? sources of cold air colder that that of the ambient environment?
11. Are all windows tinted in the area(s) in which audiovisual materials are stored?
12. Who may handle audiovisual materials? staff only? staff and users?
13. If users may handle some types but not others, please indicate which types they may handle and which types they may not.
14. Who may handle audiovisual equipment? staff only? staff and users?
15. If users may handle some types but not others, please indicate which types they may handle themselves and which types they may not.

16. Is any instruction given in the use of audiovisual materials to staff? If so, please describe.

    To users? If so, please describe.

17. Is any instruction given in the use of audiovisual equipment to staff? If so, please describe.

    To users? If so, please describe.

18. Who gives this instruction? (positions/titles)
    To staff: To users:

19. Are any audiovisual masters (those, like photographic and microfilm negatives, which are used to generate copies) circulated in your unit at any time?

    What types?

MICROFORMS

General

20. Do any microforms circulate outside the library? If so, what kinds and under what conditions do they circulate?

21. Do microform readers have instructions printed on them?

22. How old are your microform readers?

23. Are microforms stored in microform cabinets?

24. Are microform cabinets made of wood? metal?

25. Are cabinets humidified?

26. Estimate the percentage of your microfilm and microfiche holdings which are on silver halide film. Diazo film? Vesicular film?

27. Do you have any microform masters (negatives which may be used for making other microform copies)?

28. What kind of film are your microform masters on? silver halide? diazo? vesicular?

29. What percentage of your microform holdings are on nitrate-based film? Do you know?

30. Are microforms inspected before they are returned to storage? By whom? (positions/titles)

31. Are microforms ever routinely inspected for deterioration and damage? By whom? (positions/titles)

32. Is any in-house repair of damaged microforms done? By whom? (positions/titles)

33. Types of microforms repaired:

34. Nature of repairs:

35. Materials used in repairs:

Microfilm

36. Are ties of any sort placed around microfilm when there are no ties?

37. Is microfilm examined in processing to determine the need for leader tape?

38. What kind(s) of containers are used for individual microfilm reels? plastic? metal? cardboard? other? (specify)

39. If cardboard, are the containers acid-free? Do you know?

40. Do containers have air holes to facilitate air circulation?

41. If metal, are the containers air-tight?

42. What is around the microfilm itself? a piece of paper? rubber band? plastic tie made especially for microfilm? paper tie especially for for microfilm? string? other? nothing?

43. If a string or paper is used to tie microfilm, is it acid-free? Do you know?

44. Are any boxes of microfilm stored on book shelves?

45. Do microfilm have adequate leaders (6 inches minimum) and tails (blank film at the beginning and end of the reel)?

46. Are microfilm wound tightly?

47. What percentage of microfilm reels are made of plastic? metal? (Please sample to estimate, if necessary)

Microfiche

48. When microfiche envelopes are stamped or written on as part of the end processing, are the fiche first removed from the envelopes?

49. What kind of instrument is used to write on microfiche envelopes?

50. Are microfiche received from the publisher without the fiche placed in envelopes?

51. Estimate the percentage of your microfiche holdings which are in envelopes.

52. Are these envelopes acid-free? Do you know?

53. Do envelopes open only on one side, and if so, is the fiche ever difficult to remove?

54. Do the envelopes open at the top and at one side?

55. Is more than one fiche ever kept in the same envelope?

56. If fiche are in envelopes which open at the top and one side, is the envelope so constructed that it files flat? (Some envelopes are built up on the side that opens to the same thickness as the opposite side.)

57. Are microfiche stored vertically? horizontally?

58. Are microfiche packed tightly?

Microcards

59. What are microcards kept in? microfiche envelopes? other kind of envelopes? nothing?

60. When there is more than one microcard per title, what keeps the microcards together? rubber band? string? tie of some sort? nothing?

61. Are microcards packed tightly?

Microprint (micro-opaque sheets)

62. Are microprint kept in microprint boxes?

63. Are they packed tightly?

- 5 -

PHOTOGRAPHIC PRINTS AND NEGATIVES

Photographic Prints

64. Do photographic prints circulate outside the library?
If so, under what conditions?

65. Who has access to photographs? staff? users?

66. In what kind(s) of containers are photographs circulated?

67. Is there a duplicate collection of valuable photographs, so that the duplicates alone circulate?

68. Are photographs stored in acid -free envelopes or boxes?

69. Are photographs stored individually? several in one container?

70. If several photographs are in one container, are they separated with acid-free interleaf sheets?

71. Are any photographs mounted in albums?

72. If so, are the albums acid-free? Do you know?

73. Are photographs stored tightly packed? loosely packed?

74. Under what kind(s) of light conditions are photographs displayed?
tungsten? sunlight? fluorescent? other? (specify)

75. Does direct sunlight ever hit photographs?

76. Are photographs mounted on board? other material? (specify)

77. Is mounting material acid-free?

78. Are photographs stored vertically? horizontally?

79. Are any repairs ever made to prints? If so who performs them? (positions/titles)

Nature of repairs:

Materials used in repairs:

80. How are copies of photographs made? from a negative? picture taken of original photograph?

81. If photographs are labeled in any way, what material is used?

82. If photographs are written on, what kind of writing instrument is used?

83. In framed photographs, what is used to cover them? glass? plexiglass? nothing?

84. What is used on the back of framed photographs? brown craft paper? cardboard? nothing?

85. If something is used, is it attached in a manner that will keep out dust?

86. Is the material acid-free?

87. Does your unit have tintypes, daguerreotypes, or any other type of early photograph?

Negatives

88. Who has access to negatives? staff? users?

89. Do negatives ever circulate outside the library? If so, under what conditions do they circulate?

90. Are negatives stored in individual envelopes?

91. Are negatives stored separately from photographs?

92. What kind(s) of envelopes are used? glassine? paper? other? (specify)

93. Are envelopes acid-free?

94. Are negatives handled only at the edges insofar as possible?

95. What precautions are taken in handling negatives? lintless, cotton gloves? special tongs? other? (specify)

96. Are any repairs ever made to negatives? If so, who performs them? (positions/titles)

Nature of repairs:

Materials used in repairs:

97. Are negatives stored in the dark?

98. Are negatives always viewed away from ultraviolet light?

99. How are negatives cleaned? cloth? camel hair brush? other? (specify)

100. Is any sort of liquid used in cleaning negatives? what?

101. Are negatives ever projected? With what kind of equipment?

102. Are negatives ever paperclipped or otherwise attached to each other? Are they ever attached in any way to photographs?

AUDIOCASSETTES

103. Are cassettes ever played as part of processing--to determine subject content, for example?

104. Are defective cassettes ever repaired as part of processing?

105. Do audiocassettes circulate outside the library? If so, under what conditions?

106. Are audiocassettes used for material for which long-term preservation is a goal?

107. Do your cassettes have screw fittings, or is glue used to hold the cassette case together?

108. Who, if anyone, makes necessary repairs to cassettes? (positions/titles)

Nature of repairs:

Materials used in repairs:

109. Is each cassette stored in a container?

110. Are cassettes stored vertically? horizontally?

REEL-TO-REEL PHONOTAPES

111. Are phonotapes played as part of processing?

112. Is any splicing done in processing?

113. Do phonotapes circulate outside the library? If so, under what conditions?

114. Are phonotapes kept well away from electric motors, transformers, and other machinery which might cause changes in the magnetic field?

115. Are phonotapes examined at least every two years on a rewind-type inspection device?

116. Are phonotapes played or rewound periodically to insure against deterioration?

117. If so, at what speed does this take place? fast rewind? playback (normal speed)?

118. What are individual phonotapes stored in?

119. Is each phonotape in some sort of protective sleeve inside the container?

120. Are phonotapes stored on edge? stored flat?

121. If flat, how many at the most are in one stack?

122. Who makes necessary repairs to phonotapes? (positions/titles)

Nature of repairs (eg., splicing):

Materials used:

Equipment used:

123. Is playback equipment inspected regularly?

124. Are phonotapes stored on metal shelves? wooden?

PHONODISCS

125. Are phonodiscs ever played in processing?

126. What kind of equipment is used? turntable? changer? what kind of stylus?

127. Are the phonodiscs themselves ever handled during processing?
What precautions are taken not to get fingerprints on them?

128. If phonodiscs arrive without slipcases and/or envelopes, are these provided as part of processing?

129. Do phonodiscs ever circulate outside the library? If so, under what conditions?

130. Is there a regular procedure for cleaning phonodiscs? Who devised this procedure?
Who performs it? (positions/titles)
How was this person or persons trained?

131. Is any sort of liquid used in cleaning phonodiscs? what?

132. Are phonodiscs always stored on edge?

133. What kind of shelving is used for phonodiscs? phonodisc shelving? book shelving? other?

134. Are there supports at least every four inches?

135. Are discs kept in envelopes inside the slipcase or container?

136. If so, what are these envelopes made of? cellulose acetate? paper? plastic?

137. Are envelopes inserted in the slipcases so that a closed side of the envelope always faces the open side of the slipcase?

138. Is each disc recorded on tape so that the disc need never be touched except to make another tape?

139. Generally, how many slipcases are shelved per one inch?

140. Is a turntable used to play discs? changer?

141. If a changer is used, how many discs are put on the changer at one time?

142. What type of stylus is used? sapphire? diamond? other?

143. Is the stylus inspected regularly? how often? by whom? (positions/ titles) using what kind of equipment?

144. Who handles phonodiscs? staff only? users as well?

145. What precautions are taken to insure against fingerprints?

146. Do cataloged phonodiscs ever arrive from Bibliographic Control with fingerprints?

147. What percentage of your phonodiscs are made of shellac? What percentage vinyl?

148. Are phonodiscs examined for damage after every use?

149. Does your unit have any wax cylinders or other types of early sound recordings?

FILMSTRIPS

150. Do filmstrips circulate outside the library? If so, under what conditions?

151. What sort of containers are filmstrips stored in? cardboard? plastic? metal?

152. Does your unit have any filmstrip masters?

153. How old is your filmstrip projection equipment?

154. Are filmstrips inspected regularly after every use?

155. Who performs needed repairs? (positions/titles)

Nature of repairs:

Materials used in repairs:

MOTION PICTURES

156. Do motion pictures circulate outside the library? If so, under what conditions?

157. Are motion pictures inspected after every use and damage repaired?

158. Who repairs damage? (positions/titles)

Who established the procedure? (positions/titles)

What materials are used in making repairs?

159. Is a motion picture cleaned and lubricated at least every six months, whether or not it has been used?

160. What is used for splices? adhesive patches? tape? other? (specify)

161. Are motion pictures stored in air-tight containers?

162. Are containers made of metal? cardboard? plastic?

163. Are motion pictures handled by staff only?

164. How old is your projection equipment?

165. What percentage of your motion picture collection is on nitrate-based film?

166. Are motion pictures stored vertically? horizontally?

VIDEORECORDINGS (TAPES, CASSETTES, DISCS)

167. Do videorecordings circulate outside the library? If so, which types (tapes, cassettes, discs) and under what conditions.

168. Who may project videorecordings? staff? users?

169. Are any in-house repairs of videorecordings made?

By whom? (positions/titles)

Nature of repairs:

Materials used in repairs:

170. How are videorecordings stored?

SLIDES

171. What kind(s) of mounts are slides in? cardboard? plastic? glass? no mounts at all?

172. Where are slides projected? library only? outside library?

173. Are users given instructions in handling slides?

174. Are users told not to project any one slide over 60 seconds at one time?

175. What sort of projector is used if projection takes place only in the library?

May individuals use their own equipment if and when slides are projected outside of the library?

176. Does the blower system cool the slide after projection? preheat it before projection?

177. What types of containers are slides stored in? slide trays? acetate envelopes? slide trays in closed boxes? pockets in binders? other? (specify)

178. If in pockets, what are these pockets made of? polypropylene? plastic? paper? vinyl? other? (specify) Do you know?

179. Who performs any needed repair of slides? (positions/titles)

Nature of repairs:

Materials used in repairs:

OTHER

180. Does your unit have any other materials which could be considered audio-visual in nature? If so, specify type, conditions of usage, storage, and repair.

Please return questionnaire to Jane Garner, Benson Latin American Collection, SRH 1.108 by April 27, 1981.

THE UNIVERSITY OF TEXAS AT AUSTIN

THE GENERAL LIBRARIES

NEWSPAPER QUESTIONNAIRE

Library Unit_____ Date_____

Name of Respondent_____ Position_____

1. Does your unit maintain collections of newspapers?_____
   If "NO", please return questionnaire. If "YES", please complete the following sections.

2. Estimate the imprint dates of your holdings.
   pre-1850_____% of your holdings
   1850-1900_____% of your holdings
   1900-1950_____% of your holdings
   1950- _____% of your holdings
   Current issues only_____

3. Amount in linear feet of shelving available for newspaper storage?
   _____

4. Amount in linear feet* of loose issues? _____

5. Amount in linear feet of bound volumes of newspapers?_____

6. Amount in linear feet of newspapers added per year?_____

7. Under what conditions do you discard issues?_____
   Estimate the percentage of issues discarded annually._____

8. How are newspapers received into your unit?_____
   _____
   Are there any problems which occur regularly?_____
   _____

9. What are the procedures for handling patron's and/or staffs' reports of damaged newspapers?_____
   _____
   Under what conditions do you replace issues?_____
   _____
   Who decides? (position/title)_____
   Estimate the percentage of issues replaced annually._____

DO NOT ANSWER BEYOND QUESTION #9 IF YOUR UNIT HAS CURRENT ISSUES ONLY.

* Linear feet is a measurement for descriptive and control purposes of shelf space occupied by archives, records, or manuscripts. For vertical files (records filed on edge) the total length of drawers, shelves, or other equipment occupied is calculated; in the case of material filed horizontally (flat or piled up), the total vertical thickness is used. (From A Basic Glossary for Archivist, Manuscripts Curators, and Records Managers)

10. If newspapers are retained, what percentage of your backfile is stored as:
    a) Loose issues on shelves_____
    b) Loose issues wrapped in bundles_____
    c) Bound volumes_____
    d) Commercailly purchased microfilm_____
    e) Microfilm done in-house_____
    f) Retired at Collections Deposit Library_____
    g) Other (describe)_____

11. Who has the general responsibility in your unit for making conservation decisions (position/title)?_____

12. Is staff trained in proper handling procedures?_____
    Do you have written manuals?_____ If so, please attach a copy.

13. Describe shelving in the storage area. Is it sufficient to support oversize? Are loose issues stored on open shelves? Are bound newspapers stored horizontally or vertically? Describe criteria for deciding. Who decides (position/title)?_____
    _____
    _____
    _____
    _____

14. Are newspapers easily retrieved from the storage area?_____

15. Describe equipment used to transport newspapers from shelving area to reading room._____
    _____

16. Do patrons have access to the storage area of:
    _____current issues
    _____backfiles

17. Are patrons allowed to photocopy newspapers?_____ If not, how can they obtain copies of articles?_____

18. Do newspapers circulate outside the unit?_____ If so, under what circumstances? (e.g. for exhibits, loans to other institutions, for loans to individuals, etc.)_____
    _____

19. Describe how newspapers are protected for circulation and shipment outside the library._____
    _____
    _____
    _____

20. Is the condition of all in-coming retrospective newspapers examined?_____
    _____ By whom (position/title)?_____

21. Is preservation treatment then prescribed before use?_____
    To what extent?_____Describe._____
    _____
    _____

22. Is there a well-established procedure for periodic examination on a regular basis?_____

23. How is extent of deterioration noted? Check any or all that apply.
_____ examination of every item
_____ keeping log of notes on repairs
_____ random sampling techniques
_____ educated guess by someone who knows the collection well

24. Is there anyone in the unit who can recognize the following forms of deterioration? Acid migration _____ Photochemical degradation _____ Water damage _____ Moisture damage resulting from high humidity _____ Effects of fluctuations in heat and humidity on paper _____ Various types of insect damage _____ Damage by rodents _____ Mildew damage in its early stages _____ Advanced fungus growth _____.

25. Is there an area in your unit for isolation of damaged materials needing minor repair or in need of major attention?_____

26. Which of the following do you perform in-house? Cleaning_____ Rebinding_____ Deacidification_____ Repair (e.g. page mending, matting, tipping in loose pages)_____ Wrapping_____ Boxing_____ Humidification_____ Polyester film encapsulation_____

27. Are newspapers sent outside, to be restored by professional conservators? _____

28. What are the criteria for choosing to bind loose issues rather than taking some other preservation measure?_____
_____
Who makes the decision (position/title)?_____

29. Are bindings rigid or limp?_____ Acid-free?_____ Do you know?_____

30. Do you purchase newspaper backfiles in microform as opposed to binding hard copy because of the short life of newsprint?_____

31. What are the criteria for purchasing commercially produced microfilm or microfilming in-house? Who decides (position/title)?_____
_____
_____

32. Does in-house microfilming follow the guidelines in the publication Specifications for Microfilming Newspapers in the Library of Congress? _____

33. Are titles of newspapers microfilmed in-house, reported to the National Register of Microform Masters?_____

34. Are newspapers discarded after filming?_____ Who decides (position/title)?_____

THE UNIVERSITY OF TEXAS AT AUSTIN

THE GENERAL LIBRARIES

MAPS QUESTIONNAIRE

Library Unit _____ Date _____

Name(s) of Respondent(s) _____ Position(s) _____

General

1. a. To your knowledge, does your unit include books containing unbound, folded maps? Does your unit catalog books containing unbound, folded maps?

   b. Does your unit include other types of maps? If so, describe.

(If all your answers to the above questions are "No," disregard the remaining questions and return the questionnaire. If you answered any question "Yes," complete the applicable questions below.)

2. If you receive or catalog books accompanied by unbound, folded maps, do you:

   a. Leave all maps folded with the book?

   b. Remove all maps and store separately?

   c. Remove some maps to be stored separately and leave others folded with the book as received?

   d. Other?

3. If you have answered question 2.c. affirmatively:

   a. Who (position/title) decides on which are removed and which are not?

   b. Is there a written policy statement for making this decision? (If so, please attach a copy.)

      If there is no written statement, what factors generally apply?

   c. When books and maps are separated, how is bibliographic control maintained?

Care of individual sheet maps
(stored separately from the book collection)

4. Are maps stored unfolded or minimally folded when they exceed the dimensions of their storage space?

   If flattening is needed, describe the procedure(s) used in your unit.

   Do you have a program for cleaning maps either upon arrrival or periodically? If so, describe: (a) Nature of cleaning, (b) products used for cleaning, (c) Position/title of staff who perform the hands-on work.

5. Are some maps left rolled? If so, indicate reason(s):

6. If maps have rips, holes, or gouges, are these repaired in your unit?

   If so, indicate: (a) Materials and methods used, (b) position/title of staff making repair.

   If you have answered "No," is anything done? If so, describe.

   Are there any other types of repairs done in your unit to maps?

   If so, describe.

7. Do your holdings include maps encapsulated in acetate film?
   In polyester film?

   Are you presently encapsulating maps in acetate? Polyester?

   If you do encapsulate, estimate the number of maps you may do per year.

8. For maps subject to heavy use, what preventive measures do you take to minimize wear and tear (e.g., lamination)?

Storage

9. a. Does your unit use map drawer cases for storage?
      If so, indicate the dimensions of the individual drawers (length-width-height).

   b. Do the drawers have dust covers?

   c. Is there an adequate number for present holdings?
      For up to five years' growth at present collection levels?

10. When maps are placed in drawers, are they stored
    a. Loose with no protection?
    b. Individually in acid-free separate map folders?
    c. Severally in acid-free map folders?
    d. Other?
11. If you use folders, please indicate the size(s) you use and source of supply (i.e., manufacturer).

12. Are there drawers so full that they can scarcely be opened?
    If so, estimate percentage of drawers which are overcrowded:

Use

13. Are patrons, including librarians from other units, permitted to retrieve maps from their place of storage?
    If so, do they receive any orientation of way(s) to do so without damaging maps?
    If so, who (position/title) gives orientation?
14. Are there tables available which are large enough to place fully unfolded maps on them so that the maps do not hang over the edge?

Please return the questionnaire to Jane Garner, Benson Latin American Collection, SRH 1.108, by May 18, 1981.

THE UNIVERSITY OF TEXAS AT AUSTIN

THE GENERAL LIBRARIES

ARCHIVES, MANUSCRIPTS, AND BROADSIDES QUESTIONNAIRE

Library Unit _____ Date _____

Name of Respondent _____ Position _____

1. Does your unit maintain collections of archives and manuscripts? _____
   If "No", please return questionnaire. If "Yes", please complete the following sections. Please limit responses to documents on paper or other writing surfaces. Exclude photographs, maps and audio-visual materials.

2. Amount in linear feet of collections.

3. Estimate the percentage of your holdings produced:
   pre-1850 _____
   1850-1900 _____
   1900-1950 _____
   1950- _____

4. Amount in linear feet of shelving available for archival storage?

5. Amount in linear feet of collections added annually?

6. Under what conditions do you discard or destroy archival documents?

7. Estimate the percentage of documents discarded annually.

8. By what means are archival collections received into your unit? (trucks, intra-campus mail)

   Are there any problems which occur regularly?

9. Describe the stages and length of time needed to protect a collection from when it is received to when it is made available to the public. What preservation measures are taken for "closed" collections, particularly those restricted for 25-50 years?

10. Is staff trained in proper physical handling procedures? Do you have written manuals? If so, please attach a copy.

11. List staff members who are assigned to handle and process archival and manuscript collections.
    Position/title # of hours employed per week Describe duties

12. Describe shelving in the storage area. Is it sufficient to support document boxes?

13. Are document cases easily retrieved from the storage area?

14. Describe equipment used to transport document boxes from shelving area to reading room.

15. Do patrons have access to the archival storage area?

16. Is there a written statement available for library users regarding their handling of documents? If so, please attach a copy.

17. Do staff members receive oral orientation-demonstrations as to the proper manner to retrieve and shelve archival and manuscript materials? If so, who conducts the training? (Position/title)

18. What are the procedures for handling patron's and/or staff's reports of damaged documents?

19. Are patrons allowed to photocopy documents? If not, how can they obtain copies?

20. Do documents circulate outside the unit? If so, under what circumstances? (e.g. for exhibits, loans to other institutions, for loans to individuals, etc.)

21. Describe how collections/documents are protected for circulation and shipment outside the library.

22. Describe the physical condition of your holdings, estimating the amount in poor condition.

23. Please indicate the amount in linear feet of your holdings which are:
    Fully protected through the use of all acid-free storage material. _____
    Partially protected (c.g., manila folders of documents in acid-free boxes._____
    Unprotected (retained in original container in which received).
    _____

24. Are loose documents stored in containers so that the documents lie horizontally or vertically?

25. Is the physical condition of all in-coming collections/documents examined and recorded?

26. Is there a well-established procedure for periodic examination on a regular basis?

27. How is extent of deterioration noted? Check any or all that apply.
    _____ examination of every item
    _____ keeping log of notes on repairs
    _____ random sampling techniques
    _____ educated guess by someone who knows the collection well

28. Is the physical condition of collections a consideration in determining priorities for processing collections? Who decides? (Position/title)

29. Who has the general responsibility in your unit for making conservation decisions? (Position/title)

30. Is there anyone in the unit who can recognize the following forms of deterioration? Acid migration _____ Photochemical degradation _____ Water damage _____ Moisture damage resulting from high humidity _____ Effects of fluctuations in heat and humidity on paper _____ Various types of insect damage _____ Damage by rodents _____ Mildew damage in its early stages _____ Advanced fungus growth _____

31. Is there an area in your unit for isolation of damaged materials needing minor repair or in need of major attention?

32. Is preservation treatment prescribed before documents are available to the public? To what extent? Describe.

33. Are documents fumigated before they are brought into the building?

34. Is cleaning of documents ever attempted? What products are used?

35. Are acid-free containers (e.g., boxes, file folders) available for storage of archival and manuscript documents? If so, please list the types, the sizes you use, and the manufacturers.

36. Are metal staples, pins, and other fasteners removed from documents as they are processed? If fasteners are removed, do you substitute other fasteners? If so, what?

37. Do you mark documents in any way (e.g.,property stamping, other identification symbols, dating, etc.)? If so, please describe.

38. Do you make available photocopies to be used in place of the originals? If so, what criteria apply?

39. What types of repair activities of manuscripts and archival documents are undertaken in your unit? Who decides what repairs are to be made? (Position/title)

40. Do you use polyester encapsulation? If so, indicate approximate percentage of documents so stored. Who decides which documents require encapsulation. (Position/title)

41. Do you use acetate page protectors? If so, indicate the approximate percentage of documents so stored. Who decides? (Position/title) What criteria are used?

42. Do you use polyester page protectors? If so, indicate the approximate percentage of documents so stored. Who decides? (Position/title) What criteria are used?

43. Which of the following do you perform in-house? _____ Rebinding _____ Deacidification _____ Wrapping _____ Boxing _____ Humidification _____ Preservation microfilming. Who decides? (Position/title)

44. Do you send manuscripts or archival documents out of your unit for repair? If so, where?

45. Do you send manuscripts or archival documents for binding? Rebinding?

46. Are documents sent outside, to be restored by professional conservators? If so, under what circumstances and how often?

Comments

47. (Optional) Please indicate any other statements you would care to make regarding the preservation of the manuscript and archival collections.

THE UNIVERSITY OF TEXAS AT AUSTIN

THE GENERAL LIBRARIES

ENVIRONMENTAL CONDITIONS AND CONTROLS QUESTIONNAIRE (PART I)

Name of Library _____

The Building

1. Building Name _____
2. Date building opened _____ 3. Date Library unit moved in _____
4. Library is: _____ the sole occupant
   _____ a major occupant
   _____ a minor occupant of the building.
5. Condition of roof and walls: Do they leak? _____ 6. Does water accumulate on roof? _____ 7. Are there other conditions that result in flooding or water leakage? _____
8. Do you have an attic, basement and/or storeroom(s) which you use? _____
9. What is/are the condition of same (circle one) (a) clean, (b) cluttered and dirty.
10. Is the basement: (a) dry, (b) damp, (c) wet? Is there any evidence of insects, rodents, mold? _____

Air Conditioning

(Air conditioning = heating, cooling, ventilation, filtration, and humidity control)

11. Does the temperature appear to vary widely in your library? _____
12. Is your library perceived by staff and users as being unusually warm? _____
13. unusually cold? _____
14. Does the relative humidity appear to vary widely in your library? _____
15. Is there regular monitoring and recording of temperature and relative humidity (e.g., by use of hydrothermographs) in the various areas of the library? _____
16. If so, describe the methods and/or equipment used. _____
17. Can thermostats be adjusted, and are they adjusted, by library staff to regulate temperature? _____
18. Can windows in your library be opened without special tools or keys? _____

Light

19. What types of artificial light sources are used in bookstack areas?

_____incandescent Percent of artificial lighting _____

_____fluorescent Percent of artificial lighting _____

20. Is ultraviolet filtration provided for fluorescent lights?
_____by UV-filtered tubes
_____by UV-filtering shields over tubes

21. For units with incandescent lighting in stack areas, are lights left on in bookstack areas when neither staff nor users are shelving or retrieving books? _____

22. Are stack areas exposed to natural light? _____

23. What is the number of windows? _____ 24. What direction(s) do they face? _____

25. Are there any skylights? _____ 26. Glass doors? _____ 27. What is the approximate area of windows relative to opaque walls in bookstack areas? _____

Housekeeping

28. Is the housekeeping situation in general (a) clean (b) dirty (c) cluttered?

29. What is the frequency with which the following operations are performed; who (library staff or custodial staff) performs the tasks; and by whom (library or custodial staff) are they supervised? If a task is not performed, please indicate.

Operation	Frequency	Performed by	Supervised by
a. Dusting shelves in empty bookstacks			
b. Dusting or vacuuming books on shelves			
c. Removing books from shelves, vacuuming books individually, cleaning shelves with formalin solution			
Floor maintenance			
d. Bookstack aisles: routine cleaning*			
comprehensive cleaning*			
e. Reading areas: routine cleaning			
comprehensive cleaning			
f. Processing and office areas: routine cleaning			
comprehensive cleaning			

*Routine cleaning is understood to mean vacuuming of carpeted floors and vacuuming, treated sweeping, or damp mopping of vinyl asbestos tile and other floors as appropriate. Comprehensive cleaning is understood to mean shampooing of carpet and waxing and buffing, preceded by wax removal and thorough cleaning, of vinyl asbestos tile floors.

30. Describe types of floor covering in bookstack areas and where each is used (e.g., carpeting, concrete, tile, terrazzo, wood, etc.) _____

_____

_____

Security of Building and Collection

31. What kind of book theft detection system is in use? _____

32. If there is no electronic theft detection system, are there exit monitors or guards? _____ 33. If there is a monitor or guard, is he/she on duty for all hours that the library is open? _____

Book Shelving Equipment

34. Is equipment inspected regularly to spot unsafe (loose or disconnected) bracing systems or unsafe (unbalanced) loading conditions? _____